

# WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

## NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Wickham Market Annual Parish Council Meeting which will be held in the Village Hall Committee room on **Monday 15 May 2023 at 19:00**

*Alistair Besly*, Parish Clerk 9 May 2023  
Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD  
*Email: [wickhammarketparishclerk@gmail.com](mailto:wickhammarketparishclerk@gmail.com)*  
*Website: <http://wickhammarket.onesuffolk.net>*



## AGENDA

- 23/24:1 **Election of Chair** and signing of Declaration of Acceptance of Office **Cllr French**  
23/24:2 **Election of Vice Chair** and signing of Declaration of Acceptance of Office **Chair**  
23/24:3 **Councillors to sign their declaration of acceptance of office** **Clerk**  
23/24:4 **Present from the Council:** **Chair**  
23/24:5 **Present from the Public:** **Chair**  
23/24:6 **Open Public Forum session** (3 minutes per person): **Chair**  
23/24:7 **Apologies for Absence:** **Chair**  
23/24:8 **Declarations of Interest in items on the agenda:** **Chair**  
23/24:9 **Proposal to approve the draft minutes** of the [Parish Council meeting on 20 March 2023](#) and the [Extra Parish Council meeting on 24 April 2023](#) **Chair**  
23/24:10 **Receive the minutes** of the last Committee meetings **Chair**  
10.1 [Finance & General Purpose Committee meeting.](#)  
10.2 [Environment and Leisure Committee Meeting.](#)  
10.3 [Planning Committee Meeting.](#)  
23/24:11 **Clerk's Report:** *To be published* **Clerk**  
23/24:12 **Proposal for Delegation arrangements** to the following committees and Staff. *Financial Regulations 4.1 refers* **Chair**  
12.1 **Finance & General Purpose Committee:** Continue with existing delegation for financial approval up to £5k  
12.2 **Environment and Leisure Committee:** Continue with existing delegation for financial approval up to £5k  
12.3 **Planning Committee:** To use delegation outlined in new Terms of Reference  
12.4 **Staffing & Personnel Committee** to continue with existing arrangements as an advisory committee  
12.5 **Neighbourhood Plan Committee** to continue with existing arrangements as an advisory committee  
12.6 **Chair and Clerk** together to continue with existing delegation for financial approval up to £500  
23/24:13 **Proposal to approve existing terms of reference for the following Committees** **Chair**  
13.1 Finance & General Purpose: *No change proposed* [WMPC-ToR-F-GP-Committee.pdf \(onesuffolk.net\)](#)  
13.2 Environment & Leisure: *Minor change proposed* *Published*  
13.3 Planning Committee *Minor change proposed* *Published*  
13.4 Staffing & Personnel Committee: *To be circulated*  
13.5 Neighbourhood Plan Committee: *No change proposed* [WMPC-ToR-Neighbourhood-Plan-Committee.pdf \(onesuffolk.net\)](#)  
23/24:14 **Proposal to appoint members and Chairs to the following committees** **Chair**  
14.1 Finance & General Purpose Committee Cllrs French, Chenery, Cooke & Dempsey-Gray  
14.2 Environment & Leisure Committee Cllrs Chenery, Cooke, Jenkinson, Horsnell plus **J Hopps, A Westover, S Harrington, J Eldridge & A Baker**  
14.3 Planning Committee Cllrs Jenkinson, French, Gray & Day  
14.4 Staffing and Personnel Committee (*advisory*) Cllrs French, Chenery, Cooke, Horsnell  
14.5 Neighbourhood Plan Committee (*advisory*) Cllrs Cooke, Jenkinson, plus R Lewis, R Theobald  
23/24:15 **Proposal to appoint a working group** to advise the council on issues and activities regarding pollution in the river Deben **Cllr Dempsey-Gray**  
23/24:16 **Proposal to Review and adopt the following Governance documents** **Chair**  
16.1 Standing Orders (*no change proposed*) [WMPC-Standing-Orders.pdf \(onesuffolk.net\)](#)  
16.2 Financial Regulations (*no change proposed*) [WMPC-Financial-Regulations.pdf \(onesuffolk.net\)](#)  
23/24:17 **Proposal to declare** that the council meets the conditions of the General Power of Competence **Chair**  
23/24:18 **Review of inventory** of land and other assets: Asset Register *to be published* **Chair**  
23/24:19 **Confirmation of arrangements for insurance cover** in respect of all insurable risks **Chair**  
23/24:20 **Proposal to approve the Risk Assessment:** (*no change proposed*) *To be Published* **Chair**  
23/24:21 **Review Subscriptions** to other bodies for the Council's and staff: *To be published* **Chair**  
23/24:22 **Proposal to Review and adopt the following Governance documents.** There are no changes proposed and all the following documents can be found at <http://wickhammarket.onesuffolk.net/assets/Parish-Council-Documents/> **Chair**  
22.1 Code of Conduct [LGA Councillor Code of Conduct \(onesuffolk.net\)](#)  
22.2 Complaints Procedure [WMPC-Complaints-Procedure.pdf \(onesuffolk.net\)](#)  
22.3 Vexatious Complaints Policy [WMPC-Vexatious-Complaints-Policy.pdf](#)

- 22.4 Public Participation at meetings [WMPC-Public-Participation-at-PC-Meetings.pdf](#)
- 22.5 Grant Awarding Policy [WMPC-Grant-Awarding-Policy.pdf \(onesuffolk.net\)](#)
- Freedom of Information and Data Protection policies**
- 22.6 FOI Policy [WMPC-FOI-Policy.pdf \(onesuffolk.net\)](#)
- 22.7 FOI Publication Scheme [WMPC-Freedom-of-Information-Publication-Scheme-.pdf \(onesuffolk.net\)](#)
- 22.8 Privacy Notices [WMPC-Privacy-Notice.pdf \(onesuffolk.net\)](#)
- 22.9 ICO Model Publication Scheme [ICO-model-publication-scheme.pdf \(onesuffolk.net\)](#)
- 22.10 Press and Media Policy [WMPC-Press-and-Media-Policy.pdf \(onesuffolk.net\)](#)
- 22.11 CCTV [WMPC-CCTV-Policy.pdf \(onesuffolk.net\)](#)
- Employment Policies**
- 22.12 Equality, Diversity and Inclusion [WMPC-Equality-Diversity-and-inclusion-policy.pdf \(onesuffolk.net\)](#)
- 22.13 Working From Home [WMPC-Working-from-Home-Policy.pdf \(onesuffolk.net\)](#)
- 22.14 Expenses [WMPC-Travel-and-Expenses-Policy.pdf \(onesuffolk.net\)](#)
- 22.15 Working with Volunteers [WMPC-Volunteer-Policy.pdf \(onesuffolk.net\)](#)
- 22.16 Safeguarding Policy & procedures [WMPC-Safeguarding-Combined-Policy.pdf \(onesuffolk.net\)](#)  
[SG children \(onesuffolk.net\)](#)
- 22.17 Health and Safety [WMPC-Health-and-Safety-Policy.pdf \(onesuffolk.net\)](#)

23/24:23 **Finance**

- 23.1 **Review of grants made under General Power of Competence.** *to be published* **Clerk**
- 23.2 **Current Bank Reconciliation** and Payments Schedule for approval. *to be published* **Clerk**
- 23.3 **Proposal to approve payments above the Chair/Clerk delegated authority.** *to be published* **Clerk**

23/24:24 **Proposal to review and agree** recommendation from the Village Hall Working Group regarding village hall bookings **Cllr French**

23/24:25 **Proposal to agree schedule of meetings** for ordinary council and standing committees *to be published* **Chair**

23/24:26 Under Section 100A(4) of the Local Government Act 1972 **Proposal to exclude the public** for the following item on the grounds that it involves disclosure of exempt information **Chair**  
**Confidential:** Proposal to resolve Clerk's accumulated hours and pay **Staffing & Personnel**

23/24:27 **Date of next meeting:**