

# 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 16 May 2022 at 19:00**

*Alistair Besly*, Parish Clerk 10 May 2022

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: [wickhammarketparishclerk@gmail.com](mailto:wickhammarketparishclerk@gmail.com)

Website: <http://wickhammarket.onesuffolk.net>

## AGENDA

- 1 Election of Chair and signing of Declaration of Acceptance of Office
- 2 Election of Vice Chair and signing of Declaration of Acceptance of Office
- 3 Present from the Council:
- 4 Present from the Public:
- 5 Open Public Forum session (3 minutes per person):
- 6 Apologies for Absence:
- 7 Declarations of Interest in items on the agenda:
- 8 Approve the draft minutes of the Parish Council meeting on 21 March 2022
- 9 Co-Option of new member
- 10 County Councillors Report *to be published*
- 11 District Councillors Report *to be published*
- 12 Chair's Report
- 13 Clerk's Report
- 13.1 Review of 2020-21 Audit investigation Clerk to give brief report on issues & Costs
- 13.2 Governance: Review & approval of quick reference guide **Conduct at Meetings**  
*published*
- 14 Review and approve Audit Documentation 2021-22
- 14.1 Review and agree reserves allocation *to be published*
- 14.2 Review and agree receipts and payments summary *to be published*
- 14.3 Review and agree Year End Bank Reconciliation *to be published*
- 14.4 Review and approve Audit Plan *to be published*
- 14.5 Review and approve Internal Control Statement *to be published*
- 14.6 Review and agree Annual Governance Statement (AGAR s1) *to be published*
- 14.7 Review and agree Annual Accounting Statement (AGAR s2) *to be published*
- 15 Proposal to approve existing terms of reference for the following Committees
- 15.1 Finance & General Purpose Committee (no change proposed) [WMPC-F-GP-Committee-Terms-of-Reference.pdf](#)
- 15.2 Environment & Leisure Committee – *Proposed update to be published*
- 15.3 Planning Committee *New Terms of Reference proposed to be published*
- 15.4 Staffing & Personnel Committee (*this is an advisory committee with no delegated powers*)
- 16 Proposal to appoint members to the following committees
- 16.1 Finance & General Purpose Committee Cllrs French, Chenery, Cooke & Dempsey-Gray
- 16.2 Environment & Leisure Committee Cllrs Chenery, Cooke, Jenkinson, Westover, Horsnell plus J Hopps, J Eldridge & S Smith
- 16.3 Planning Committee Cllrs Jenkinson, French, & Gray
- 16.4 Staffing and Personnel Committee (*advisory*) Cllrs French, Chenery, Cooke, Horsnell
- 16.5 Neighbourhood Plan Committee (*advisory*) Cllrs Cooke, Jenkinson, Westover, Stansfield plus R Lewis, R Theobald
- 17 Proposal to appoint the Chair and Vice Chair as Ex-Officio members of all Committees and Working Groups with full voting rights
- 18 Proposal to allow any Councillor who is unable to attend a committee meeting to nominate another Councillor to attend in their place on a meeting by meeting basis subject to standing Order 4 d) v.
- 19 Proposal for Delegation arrangements to the following committees and Staff
- 19.1 Finance & General Purpose Committee: Continue with existing delegation for financial approval up to £5,000
- 19.2 Environment and Leisure Committee: To use updated delegation for financial approval up to £5,000
- 19.3 Planning Committee: To use delegation outlined in new Terms of Reference
- 19.4 Staffing & Personnel Committee to continue with existing arrangements as an advisory committee
- 19.5 Neighbourhood Plan Committee to continue with existing arrangements as an advisory committee
- 19.6 Chair and Clerk together to continue with existing delegation for financial approval up to £500
- 20 Review and adoption of Governance documents
- 20.1 Code of Conduct *to be published*
- 20.2 Standing Orders (*no change proposed*) [WMPC.PC.Standing-Orders.18.1.2021.pdf](#)
- 20.3 Financial Regulations (*no change proposed*) [WMPC-Financial-Regulations.pdf](#)
- 20.4 Complaints Procedure (*no change proposed*) [WMPC.Complaints-Procedure.docx](#)
- 20.5 Review of inventory of land and other assets: Asset Register *to be published*
- 21 Freedom of Information and Data Protection policies including

Chair  
Chair  
Chair  
Chair  
Chair  
Chair  
Chair  
Chair  
Chair  
Chair  
Alexander Nichol  
Carol Poulter  
Chair  
Clerk

Clerk

Chair

Chair

Chair

Chair

Chair

Chair



- 21.1 FOI Publication Scheme *(no change proposed)* [WMPC.Freedom-of-Information-Policy.doc](#)
- 21.2 Privacy Notices *(no change proposed)* [WMPC.Privacy-Notice.docx](#)
- 21.3 ICO Model Publication Scheme *(no change proposed)* [ICO-model-publication-scheme.pdf](#)
- 21.4 Press and Media Policy *(no change proposed)* [WMPC-Press-and-Media-Policy.pdf](#)
- 22 **Employment Policies**
  - 22.1 Equality *(no change proposed)* [WMPC-equality-diversity-policy.pdf](#)
  - 22.2 Working From Home *(no change proposed)* [HOMEWORKING-POLICY.pdf \(onesuffolk.net\)](#)
  - 22.3 Expenses *(no change proposed)* [WMPC-Travel-and-Expenses-Policy.pdf](#)
- 23 Confirmation of arrangements for insurance cover in respect of all insurable risks
- 24 Review of the Council's and/or staff subscriptions to other bodies
- 25 **Finance**
  - 25.1 **Current Bank Reconciliation** and Payments Schedule for approval *to be published* **Clerk**
- 26 Review and agreement for Village Hall Car Park repairs (if quotes have been received ahead of the meeting) **Clerk**
- 27 Review and agree schedule of meetings for ordinary council and standing committees *to be published* **chair**
- 28 Community Choir – report on progress **Cllr Dempsey  
Gray  
Chair**
- 29 Mens Shed – support from Parish Council
- 30 **Review** Anglian Energy Planning Alliance (APEA) proposed letter to the Secretary of State for Business, Kwasi Kwarteng, supported by stopsizwellc.org. Wickham Market Parish Council need to vote on whether to add their name or not *Draft letter to be published*
- 31 **Date of next meeting:**