

WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend the next meeting of Wickham Market Parish Council which will be held in the Village Hall Committee room on **Monday 21 March 2022 at 19:00**

Alistair Besly, Parish Clerk. 12 March 2022

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

Email: wickhammarketparishclerk@gmail.com

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



AGENDA

- 1 Present from the Council:
- 2 Present from the Public:
- 3 Open Public Forum session (3 minutes per person):
- 4 Apologies for Absence:
- 5 Declarations of Interest:
- 6 Approve the draft minutes of the Parish Council meeting on 17 January 2022
- 7 Co-Option of new member
- 8 County Councillors Report
- 9 District Councillors Report
- 10 Chair's Report
- 11 Approval requested to support Antisocial Behaviour youth work
- 12 Clerk's Report – Including demonstration of finance model
- 123 Finance
 - 13.1 Finance & General Purpose Committee Report and request for new members
 - 13.2 Finance Report – To be circulated
 - 13.3 Bank Reconciliation and Payments Schedule for approval – To be circulated
 - 13.4 Insurance Cover – Review and approval
- 14 Governance: Review and approval of quick reference guides
 - 14.1 Role of the Clerk - Circulated
 - 14.2 Agendas and minutes - Circulated
 - 14.3 Value for Money - Circulated
 - 14.4 New Councillors Guide - Circulated
- 15 WMPC Governance Review - Circulated. Review and approve governance documents
 - 15.1 Standing Orders (based on NALC model 2020) [WMPC.PC.Standing-Orders.18.1.2021.pdf](#)
 - 15.2 Financial Regulations (Amendments adopted in November) [WMPC-Financial-Regulations.pdf](#)
 - 15.3 Asset Register [WMPC.PC.Asset-Register.16.3.2020.docx](#)
 - 15.4 Complaints Procedure (no change proposed) [WMPC.Complaints-Procedure.docx](#)
 - 15.5 Press and Media Policy (New, based on NALC Template) - Circulated
 - 15.6 Code of Conduct (No changes proposed. New Code for review May) [suffolk-local-code-of-conduct.pdf](#)
 - 15.7 Expenses Policy (New, based on other quality councils) - Circulated *Endorsed by F&GP*
- Freedom of Information policies including
 - 15.8 FOI Publication Scheme (no change proposed) [WMPC.Freedom-of-Information-Policy.doc](#)
 - 15.9 Privacy Notices (no change proposed) [WMPC.Privacy-Notice.docx](#)
 - 15.10 ICO Model Publication Scheme (New, Publication from ICO - Circulated) *Endorsed by F&GP*
- 16 Environment & Leisure committee terms of reference Updates to review for approval
- 17 Agree arrangements, date and format for the Annual Parish Meeting
- 18 Planning Committee Report and request for new members
- 19 Community Speedwatch: Proposal to form a team to manage the vehicle activated sign
- 20 Sizewell C Working Group Report
- 21 Approval to sign Sizewell Deed of Covenant – brief circulated *Endorsed by F&GP*
- 22 Neighbourhood Plan Committee Report
- 23 Community Governance review – Proposal to respond regarding the boundary change
- 24 Environment and Leisure Committee Report
- 25 Approval required to sign market licenses - Circulated
- 26 Climate Change Report
- 27 Progress Updates
 - 27.1 Village Hall Lease
 - 27.2 VH Improvements: PC agreement for WiFi installation and Asbestos removal
 - 27.3 Casual Vacancies
 - 27.4 Quiet Lanes
 - 27.5 Village Hall Play Area – equipment and resurfacing
 - 27.6 Village Sign
 - 27.7 Village Hall Carpark
- 28 Date of next meeting:

Cllr French
Alexander Nichol
Carol Poulter
Cllr French
Cllr French
Clerk

Cllr Chenery
Clerk
Clerk
Clerk
Clerk

Endorsed by F&GP
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Clerk
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Clerk
Cllr French
Cllr Jenkinson

Cllr Westover
Cllr French
Cllr Jenkinson
Cllr French
Cllr Westover
Cllr French
Cllr Dempsey-Gray

Cllr Chenery
Cllr French
Cllr French
Cllr French
Cllr Cooke
Cllr Horsnell
Cllrs French & Gray