

Bawdsey Parish Council

All Councillors are hereby summoned to attend the next

Annual Meeting of the Council

Wednesday 11th May

7.00pm at Bawdsey Village Hall

Agenda

1. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
2. To Elect a Chair: Signing of Declaration of Acceptance of Office
3. To Appoint a Vice-Chair
4. Chairman's welcome and apologies for absence
5. To co-opt new councilor followed by Signing of form of Acceptance
6. Councillors' Declarations of Interest
7. To alter and/or agree the composition of the PC Committees and representatives of BQVC WG, the EAOW WG, the Emergency Planning WG, Bawdsey Coastal Partnership, AOEP, VHRGC, SALC and Greenprint Forum
8. To Confirm adoption of newly reviewed Standing Orders and Financial regulations
9. To confirm Equal Opportunities Policy & Health & Safety Policy
10. To sign Internal Control Statement and Annual Governance Doc for external audit and approve Accounts for Year ended March 2016
11. To Appoint internal auditor 2016-17
12. Signing of Minutes as a true record:
 - i. Parish Council Meeting held 9th March 2016
 - ii. Extraordinary Meeting held 11th April 2016
 - iii. Annual Parish Meeting 19th April 2016 (Approve only)
13. To receive reports (if any) from SCC and SCDC
14. Progress Reports:
 - i. Clerk's report, incl. current finance report
 - ii. Planning matters: update on current planning application DC/16/1433/FUL Alterations to The New German Ocean Mansion, Shingle Street and DC/16/1824/FUL High House Farm, Bawdsey- Change of use of redundant agricultural buildings to farm office and facilities
 - iii. Village Hall and Recreation Ground Committee update
 - iv. BQVC update
 - v. (AOEP) Alde & Ore Estuary Partnership update
 - vi. BCP Update
 - vii. Emergency Planning

Clerk: Jenny Webb

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15. Finance: a) To approve cheques: Clerk's Salary: £482.07
Clerk's expenses: £56.70
VHRGC: £50 for Emergency Lighting (remainder of grant monies)
Ray Kay for internal audit: £50.00

b) To approve Terms of Reference for Finance Committee c) To accept recommendations of Finance Committee to remunerate Peter Vaden and Hannah Reid of CAS for advice to BQVC and d) To approve spending of CRF e) To approve transferring £2,000 into the Savers Account
16. To accept recommendations of the BQVC Working Group that Bawdsey Parish Council:-
 - i. Enter into contracts for the installation of water and sewage systems as a subcontractor to SCDC
 - ii. Make grant applications itself to fund building works
 - iii. Enter into contracts to build the café/visitor centre subject to available grant funding
17. Site Allocations Doc: To review final draft of this document and suggest comments to be sent to SCDC
18. To approve Emergency Plan
19. To receive results of Housing Needs Survey
20. To Review Asset Register *
21. Review Risk Analysis 2016/17 and Insurance Policy *
22. Review donations to Charities and Subscriptions (Could be done at a later meeting)
23. Review Clerk's contract hours and salary or appoint Clerk's Remuneration Review Team*
24. Matters to be brought to the attention of the Council

*Possible items for Finance Committee if time is limited