

NOTICE OF ANNUAL MEETING OF BRANDESTON PARISH COUNCIL

Dear Councillors

You are requested to attend the Annual Meeting of Brandeston Parish Council to be held on Tuesday 14th May 2019 at 7.30pm in the committee room of the Village Hall.

Please use the back door that leads directly into the meeting room as the main hall will be in use. Members of the public are most welcome to attend and may speak during the public forum. Plans for the Applications below will be displayed from 7.15pm.

Signed:



Mary Mitson-Woods
Clerk and Responsible Finance Officer
6th May 2019

Agenda

1-1920/1 Welcome from the Vice-Chairman and to receive nominations for the Election of the Chairman for 2019/20 and to receive the Chairman's Acceptance of Office

1-1920/2 Election of Vice-Chairman

1-1920/3 Councillors to sign Acceptance of Office forms

1-1920/4 Public Forum where any elector may bring matters to the Council's attention

1-1920/4 To receive any Declarations of Interest

1-1920/5 To receive and accept apologies for absence

1-1920/6 To receive and sign as a true record the minutes of the meeting of 23rd April 2019
(Circulated)

1-1920/7 Report from County Councillor Robin Vickery

1-1920/8 Report from District Councillor for Framlingham Ward

1-1920/9 Employment Matters

To authorise the appointment of a new Clerk who will also be the Responsible Finance Officer (RFO)

1-1920/10 Finance Matters - Items presented for payment: -

- a) To appoint SALC to administer the Clerk's payroll/NI/Tax
- b) To authorise expenditure to SALC Training for the Clerk/RFO and new Councillors
- c) To authorise payment to SALC for Internal Audit for 2018/19 - £145.00 + 29.00 VAT
- d) To authorise prizes from 100+ Club for June, July and August 2019
- e) To report receipt of the first half of the precept from East Suffolk DC £1500.00
- f) To progress change banking to HSBC and appoint three cheque signatories for the Parish Council Account number 00186686 and 100+ account number 30469599.

Brandeston PC Agenda 14/05/2019

1-1920/11 To review the following policies and documents: -

- a) Procedural Standing Orders
- b) Council's Financial Regulations.
- c) Register of Assets, check for accuracy and to amend to include ownership of the triangles at Mutton Lane and Low Street.
- d) To confirm insurance for the Council's assets is adequate and in place
- e) Subscriptions to other bodies – SALC, Information Commission Office and Suffolk Preservation Society
- f) To appoint Internal Auditors for 2019/20.
- g) Complaints Policy
- h) Financial Risk Assessment
- i) Press/Media
- j) Employment Policies
- k) GDPR – website update
- l) S137 expenditure
- m) Schedule of Meetings for 2019/20
2019 - July 9th, September 10th, November 12th.
2020 - January 14th, March 10th.
Annual Parish Council Meeting: 12th May 2020
Annual Parish Meeting: 23rd April 2020

1/1920/12 Planning Applications

DC/19/0976/FUL: Proposal: One Clearview building from

<https://www.portablebuildingsales.co.uk/modulr-buildings/new-modular-buildings>

Measuring 8.4x6 metres at its widest dimensions for use as a class room space as a temporary space. To be used on site for 3 years to allow for a new building to be applied for. Applicant Framlingham College Prep School.

DC/1920/1481/LBC Listed building consent to remove existing dormer window east elevation and construct new in alternative location. Insert two roof windows north elevation. Hill House, Low Street, IP 13 7AN.

1/1920/13 Co-option to fill 3 vacancies following a non-contested election

1/1920/14 Date of next meeting: Tuesday 9th July at 7.30pm in the Committee Room of the Village Hall.