

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntdarcypc.org](http://www.tolleshuntdarcypc.org)

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, 4 Valkyrie Close, Tollesbury, Maldon,  
Essex CM9 8SL

Tel: 07483 325853

email: [clerk@tolleshuntdarcypc.org](mailto:clerk@tolleshuntdarcypc.org)



Notice is hereby given that the virtual Annual Statutory Meeting of Tolleshunt D'Arcy Parish Council will be held on Thursday 6<sup>th</sup> May 2021, via Zoom commencing at 6.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.



*M. Curtis*

Michelle Curtis – Clerk to the Council

29<sup>th</sup> April 2021

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, B Dorman,  
M Henderson, G Munson, R Scott

## **THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

**Meetings are virtual and are being held via Zoom. If you wish to attend the virtual meeting, please contact the Parish Clerk who will email you joining information.**

## **AGENDA**

1. **Chairman's welcome**
2. **Election of Chairman**  
To elect a Chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.
3. **Election of Vice-Chairman**  
To elect a Vice-Chairman for the forthcoming year.
4. **Apologies for Absence**  
To receive apologies for absence.
5. **Declaration of Interest**  
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

**6. Representatives**

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Highways and Public Rights of Way
- b) Lead Member for Planning Matters and Trees
- c) Lead Member for Recreation Ground
- d) Lead Member for Burial Ground
- e) Lead Member for Local Council Award Scheme
- f) Lead Member responsible for Road Safety
- g) Personnel Committee members

**7. District Councillors**

To receive information from the District Councillors.

**8. Public Forum**

The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.

**9. Minutes**

To receive and approve the Minutes of the Meeting held on 27<sup>th</sup> April 2021.

**10. Meeting Schedule 2021/22**

[To agree the proposed meeting schedule for 2021/22.](#)

**11. Policies and Procedures**

To review the following Policies:

- 11.1 Standing Orders
- 11.2 Financial Regulations
- 11.3 Complaints and Compliments Procedure

**12. Social Media & Email Policy**

Councillors to sign and agree that they have read and understood the Social Media and Email Policy.

**13. Bank Signatories**

To review Bank Signatories.

**14. Date of the Next Meeting**

Next meeting to be held on:

Tuesday 25<sup>th</sup> May 2021 – 7.30pm

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## Schedule of Meetings for 2021/22

<b>May</b>	Thursday 6 <sup>th</sup>	Council Statutory Annual Meeting
	Tuesday 25 <sup>th</sup>	Full Council Meeting
<b>June</b>	Tuesday 29 <sup>th</sup>	Full Council Meeting
<b>July</b>	Tuesday 27 <sup>th</sup>	Full Council Meeting
<b>August</b>	Tuesday 31 <sup>st</sup>	Full Council Meeting
<b>September</b>	Tuesday 28 <sup>th</sup>	Full Council Meeting
<b>October</b>	Tuesday 26 <sup>th</sup>	Full Council Meeting
<b>November</b>	Tuesday 30 <sup>th</sup>	Full Council Meeting
<b>January</b>	Tuesday 4 <sup>th</sup>	Full Council Meeting
	Tuesday 25 <sup>th</sup>	Full Council Meeting
<b>February</b>	Tuesday 22 <sup>nd</sup>	Full Council Meeting
<b>March</b>	Tuesday 29 <sup>th</sup>	Full Council Meeting
<b>April</b>	Tuesday 26 <sup>th</sup>	Full Council Meeting
<b>May</b>	Tuesday 10 <sup>th</sup>	Council Statutory Annual Meeting