

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarcypc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: clerk@tolleshuntdarcypc.org



Notice is hereby given that the Annual Statutory Meeting of Tolleshunt D'Arcy Parish Council will be held on Tuesday 10th May 2022, in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy commencing at 7.30 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

3rd May 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, I Ewing,
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.

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/Committees

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Highways, Public Rights of Way and Road Safety
- 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) 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 26th April 2022.

10. Meeting Schedule 2022/23

To agree the proposed [meeting schedule](#) for 2022/23

11. Policies and Procedures

To review the following Policies:

- 11.1 Standing Orders
- 11.2 Financial Regulations
- 11.3 Complaints and Compliments Procedure
- 11.4 Disciplinary Procedure
- 11.5 Documents and Retention Policy
- 11.6 Email Policy
- 11.7 Freedom of Information Act – Publication Scheme
- 11.8 Grant Awarding Policy
- 11.9 Media Policy
- 11.10 Reserves Policy
- 11.11 Training Policy

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 31st May 2022 – 7.30 pm

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The Council meet on the last Tuesday of each month (excluding December) in the Back Room of the Village Hall. The public and press are welcome to all meetings and will have the opportunity to put questions or comments to Councillors.

If you would like an item on the agenda, please put your request in writing to the Parish Clerk at least a week before the meeting.

Schedule of Meetings for 2022/23

2022		
May	Tuesday 10 th	Council Statutory Annual Meeting
	Tuesday 31 st	Full Council Meeting
June	Tuesday 28 th	Full Council Meeting
July	Tuesday 26 th	Full Council Meeting
August	Tuesday 30 th	Full Council Meeting
September	Tuesday 27 th	Full Council Meeting
October	Tuesday 25 th	Full Council Meeting
November	Tuesday 29 th	Full Council Meeting
2023		
January	Tuesday 3 rd	Full Council Meeting
	Tuesday 31 st	Full Council Meeting
February	Tuesday 28 th	Full Council Meeting
March	Tuesday 28 th	Full Council Meeting
April	Tuesday 25 th	Full Council Meeting
May	Tuesday 9 th	Council Statutory Annual Meeting

**MEETING TIMES CAN VARY, SO PLEASE CHECK THE AGENDA
OR THE PARISH COUNCIL WEBSITE AT:**

www.tolleshuntarccy.org



Additional meetings of the Parish Council may be called and will be advertised on the Parish Council noticeboard as and when they are called.