



## TOLLESHUNT D'ARCY PARISH COUNCIL



Notice is hereby given that the Annual Statutory Meeting of Tollesbury Parish Council will be held on Tuesday 14<sup>th</sup> May 2024 in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy commencing at 8.15 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

7<sup>th</sup> May 2024

Councillors: J Smith (Chairman), J Denney, R Evans, I Ewing, M Henderson,  
W Middleton, G Munson

### A G E N D A

1. **Election of Chair**  
To elect a Chair for the forthcoming year and to receive a signed Declaration of Acceptance of Office
2. **Election of Vice-Chair**  
To elect a Vice-Chair for the forthcoming year
3. **Apologies for Absence**  
To receive apologies for absence.
4. **Declarations of Interest**  
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
5. **Public Forum**  
Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day. A maximum time of 15 minutes will be allowed.
6. **Minutes**  
To receive and approve the minutes of the Parish Council Meeting held on 30<sup>th</sup> April 2024.

**7. Committees and Representatives**

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Public Rights of Way
- b) Lead Member for Highways and Road Safety
- c) Lead Member for Planning Matters and Trees
- d) Lead Member for Recreation Ground
- e) Lead Member for Burial Ground
- f) Lead Member for Local Council Award Scheme
- g) Lead Member for the Village Hall Working Group
- h) Personnel Committee members
- i) Defibrillators

**8. Policies and Procedures**

To review the following Policies and Procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Compliments and Complaints Procedure
- d) Disciplinary Procedure
- e) Grievance Procedure
- f) Documents and Retention Policy
- g) Freedom of Information Act – Publication Scheme
- h) Grant Awarding Policy
- i) Media Policy
- j) Reserves Policy
- k) Training Policy
- l) Email Policy
- m) Social Media Policy
- n) Councillors to sign and agree that they have read and understood the Social Media and Email Policy

**9. Terms of Reference**

To adopt the Terms of Reference for the Personnel Committee

**10. Banking Arrangement**

To seek confirmation of 3 signatories for the Unity Trust Account

**10. Subscriptions**

To review subscriptions to other bodies: NALC, SLCC and the RCCE

**11. Appointment of Internal Auditor**

To confirm that Maurice Howard will continue to provide the Council's internal audit

**12. Register of Members' Interests**

Councillors are respectfully reminded to keep their register of interests and memberships up to date at all times

**13. Meeting Schedule**

To agree on the proposed meeting schedule for 2024/25

**14. Dates of the Next Meetings**

Tuesday 28<sup>th</sup> May 2024 – Full Council Meeting – 7.30 pm

# TOLLESHUNT D'ARCY PARISH COUNCIL

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

**Chairman:** John Smith - 07505 008891

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

Tel: 07483 325853

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

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 2024/25

2024		
<b>May</b>	Tuesday 14 <sup>th</sup>	Council Statutory Annual Meeting
	Tuesday 28 <sup>th</sup>	Full Council Meeting
<b>June</b>	Tuesday 25 <sup>th</sup>	Full Council Meeting
<b>July</b>	Tuesday 30 <sup>th</sup>	Full Council Meeting
<b>August</b>	Tuesday 27 <sup>th</sup>	Full Council Meeting (if required)
<b>September</b>	Tuesday 24 <sup>th</sup>	Full Council Meeting
<b>October</b>	Tuesday 29 <sup>th</sup>	Full Council Meeting
<b>November</b>	Tuesday 26 <sup>th</sup>	Full Council Meeting
2025		
<b>January</b>	Tuesday 7 <sup>th</sup>	Full Council Meeting
	Tuesday 28 <sup>th</sup>	Full Council Meeting
<b>February</b>	Tuesday 25 <sup>th</sup>	Full Council Meeting
<b>March</b>	Tuesday 25 <sup>th</sup>	Full Council Meeting
<b>April</b>	Tuesday 29 <sup>th</sup>	Full Council Meeting
<b>May</b>	Tuesday 13 <sup>th</sup>	Council Statutory Annual Meeting

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

[www.tolleshuntarcypc.org](http://www.tolleshuntarcypc.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.

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