

COOKLEY & WALPOLE PARISH COUNCIL

Members are summoned to an Annual Meeting of the Parish Council which will be held at the Pavilion, Walpole at 7-15pm for 7-30pm on Tuesday, May 17th 2022

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 13) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: *Paul Widdowson*

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth. IP19 8DR:
Tel: 01986 872114: Email: cookleyandwalpoleclerk@gmail.com

Agenda:

- 1) To elect a Chair for 2022 – 2023 and receive the Chair’s Declaration of Acceptance of Office:**
- 2) To elect a Vice-Chair for 2022 - 2023:**
- 3) To appoint a Responsible Finance and Proper Officer for 2022 - 2023:**
- 4) Apologies:** To receive any apologies for absence:
- 5) To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:**
- 6) Requests for dispensations:** Consideration of any requests for dispensation:
- 7) To approve the Minutes of the Parish Council Meeting held on March 15th 2022:**
- 8) To elect Council Appointments for 2022 – 2023 not elected above:**
 - a) Independent Internal Auditor:**
 - b) Councillor Portfolio Holders:** To consider any changes needed:
- 9) Review of Standing Orders:** To consider any changes needed:
- 10) Review of Financial Standing Orders:** To consider any changes needed:
- 11) Adoption of Code of Conduct:** To agree the Code of Conduct:

- 12) **To receive a report from the County and District Councillor S. Burroughes:**
- 13) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda:
- 14) **Highways and Road Signs:** Councillors to discuss the Highways in the two Parishes.
- 15) **Emergency Plan:** Update on revising the Plan.
- 16) **Noticeboards Maintenance:** To discuss their maintenance.
- 17) **David Cask Plaque:** To discuss a plaque celebrating his life.
- 18) **Queen's Platinum Jubilee:** To discuss preparations for the Queen's Jubilee.
- 19) **Planning Matters:** To agree and discuss the following planning applications:
- 20) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 21) **Financial Report:**
 - a) **Balances at the Bank on May 7th 2022:** To receive an update on the current financial status.
 - b) **Payments and Receipts:** To review receipts and approve payments:
- 22) **Will Austin Contract:** Councillors to discuss and decide a contract:
- 23) **Zoom Subscription:** Councillors to agree whether to contribute to a Zoom subscription.
- 24) **Policies:** Councillors to discuss and agree the following policies:
Anti-Harassment and Bullying Policy:
- 25) **To agree Council Asset Register:** Councillors to review and agree register.
- 26) **Accounts year ending March 31st 2022:** Review of the Accounts for Internal Audit and any questions:
 - a) **To approve Section 1 of the Annual Return and sign declaration:**
 - b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2022:**
 - d) **Acceptance of financial report and year end accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 27) **To receive agenda items for the next Parish Council Meeting:**