

Parish Office
Recreation Ground
Rectory Chase
Sandon
Essex CM2 7SQ
Tel: 01245 477111
parishclerk@sandon.info

To all members of the Council

You are summoned to the **ANNUAL GENERAL COUNCIL MEETING** to be held at **St Andrews Church Meeting Room on Monday, 14th May 2018** commencing at **7.15 pm** when the following business is proposed to be transacted.

Ted Munt
Clerk to Sandon Parish Council 9th May 2018

Councillors: D Hyatt, M Cross, R Bullus, C Calmeyer, R Hoare, J Colbeck

AGENDA

1. ELECTION OF CHAIRMAN

To receive the Chairman's declaration of acceptance of office

2. ELECTION OF VICE CHAIRMAN

3. Apologies for absence

4. Declarations of interest.

To consider whether any items on the agenda are of a confidential nature and to resolve to exclude public/press for these item(s)

5. PUBLIC QUESTION TIME

6. Approval of Minutes

To receive and consider the Parish Council Minutes of Monday, 9th April 2018

7. To consider Parish Councillors' areas of responsibilities:

- (a) Planning
- (b) Finance
- (c) Highways/Flooding
- (d) Publicity /Sandon Topics
- (e) Website
- (f) Neighbourhood Watch
- (g) Maintenance issues
- (h) Allotments
- (i) St Andrews PCC

- (j) Sandon Village Hall
- (k) Sports Club
- (l) Sandon Quarry
- (m) Personnel
- (n) Any other area of responsibility which needs to be allocated

8. Agenda items as per Standing Orders

- (a) Review and adoption of revised Standing Orders and agreement that current Financial Regs are acceptable.
- (b) Review of inventory of land and assets including buildings and office equipment;
- (c) Confirmation of arrangements for insurance cover in respect of all insured risks;
- (d) Review of the council's and/or staff subscriptions to other bodies;
- (e) Review of the council's complaints procedure;
- (f) Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- (g) Review of the council's policy for dealing with the press/media
- (h) Review of the Council's employment policies and procedures
- (i) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- (j) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

9. Appointment of Auditors and Solicitors

To appoint for the next municipal year:

- a) To note Internal Auditor
- b) Solicitor currently Holmes & Hills
- c) To note the External Auditor

10. Current issues / Updates:

- a. Hall Lane – Cllr Hyatt
- b. Maintenance issues - Cllr Calmeyer
- c. Community centre – Cllr Calmeyer
- d. Neighbourhood Development Plan – Cllr Hyatt
- e. PCC update– Cllr Hoare
- f. Sports Club update and Presentation Day request – Cllr Bullus
- g. Village Hall update – Cllr Cross
- h. Flood prevention update – Cllr Bullus
- i. Annual Assembly review – All
- j. Freedom of information request - Clerk

11. Correspondence received and action required

12. Finance:

Payments to approve – list of payments to follow

13. Planning:

Applications received –
Determinations made –
Enforcement list –

14. Information: items for information only which are not separately covered by an agenda item.

The next meeting of Sandon Parish Council will be on Monday 4th June 2018 at Howe Green United Reformed Church at 7.15pm.