

WATTISFIELD PARISH COUNCIL

THE ANNUAL MEETING OF WATTISFIELD PARISH COUNCIL WILL BE HELD ON
TUESDAY 16 MAY 2023 AT 6.30 PM
AT THE VILLAGE HALL WATTISFIELD

AGENDA

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN
 - a) To elect a chairman.
 - b) To elect a vice chairman.
2. DECLARATIONS OF ACCEPTANCE OF OFFICE
Chair & councillors to sign their acceptances of office.
3. PUBLIC FORUM
Members of the public are invited to comment on any agenda item for this meeting or any other matter concerning them and/or the parish. After this opportunity, further comment during the meeting will only be allowed at the Chair's discretion.
4. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS
5. APOLOGIES
To receive apologies and record the reasons for any absences.
6. DECLARATIONS OF INTEREST
To receive disclosures of personal and prejudicial interests on matters to be considered at the meeting.
7. REQUESTS FOR DISPENSATIONS
To receive requests for dispensations.
8. MINUTES OF THE PREVIOUS MEETING
To approve the minutes of the meeting held on 17 April 2023.
9. MATTERS ARISING FROM MINUTES
To consider matters arising from the minutes of the meeting held on 17 April 2023 that are not covered by subsequent agenda items.
10. POLICIES AND PROCEDURES
To review and consider re-adopting the following policies and procedures:
 - a) Standing Orders
 - b) Complaints Procedures
 - c) Disciplinary Procedures
 - d) Financial Regulations
 - e) Grievance Policy
 - f) Health and Safety Policy
 - g) Protocol for Reporting at Public Meetings
 - h) Health and Safety Policy
 - i) Grant Awarding Policy
 - j) Code of Conduct
 - k) Statement of Website Accessibility
 - l) Privacy Notice – staff and councillors
 - m) Privacy Notice - general

11. RISK ASSESSMENT

To review and consider adopting the following risk assessments:

- a) Financial Risk Assessment
- b) Asset Risk Assessment.

12. FINANCE AND ADMINISTRATION

a) To consider and confirm the following payments:

£374.53 to Mid Suffolk District Council for bin emptying

- b) To review the monthly Budget report
- c) To consider whether to draw down the loan from the Public Works Board

13. PLANNING MATTERS

None

14. HIGHWAYS, TREES, CEMETERY AND CHURCHYARD

To consider any issues or concerns.

15. CORRESPONDENCE RECEIVED

To consider any correspondence previously circulated.

16. QUESTIONS TO THE CHAIRMAN

To consider any points of interest for discussion with the Chairman and possible inclusion on the agenda for the next meeting.

17. DATES OF NEXT MEETING

To confirm Monday 19 June 2023 at 7.30 pm as the date of next Parish Council meeting.

Nicholas Spring – Parish Clerk

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