

CORRINGHAM PARISH COUNCIL – AGENDA

To: All Members of Corringham Parish Council

Please consider yourself summoned to the **ANNUAL GENERAL** Meeting of Corringham Parish Council on **Tuesday 9th May 2023 at 7.15 pm**. The meeting will be held in the Corringham Village Hall, for the purpose of transacting the following business:

7.15pm – Public Forum: To receive verbal or written comments and views from the public for consideration at future meetings together with reports from outside agencies.

Please note any issues raised cannot be discussed at this meeting but will be added to the agenda for the next meeting or replied to via post or email.

Questions or statements in writing should be submitted to the Acting Clerk by noon on the day of the meeting – email clerkcorringhampc@gmail.com.

AGENDA

1. **ACCEPTANCE OF OFFICE & Code of Conduct** – All Elected Councillors
2. **ELECTION OF CHAIR followed by Declaration of Office.**
3. **ELECTION OF VICE-CHAIR**
4. **CHAIRMAN’S WELCOME**
5. **APOLOGIES FOR ABSENCE**
6. **SIGNING OF POST ELECTION FORMS**
7. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** – To receive declarations of interest in respect of matters in this agenda.
8. **MINUTES** - To consider and resolve to:
 - i. Approve the Minutes of the Ordinary Meeting held Tuesday 4th April 2023 and address matters arising.
9. **BUSINESS MATTERS FOR CONSIDERATION** – To consider and review:
 - a. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - b. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
 - i. Ashwin Charity
 - ii. Recreation Ground
 - c. Review of representation on or work with external bodies and arrangements for reporting back.
 - d. Review of inventory of land and other assets including buildings and office equipment.
 - i. Asset register
 - ii. Ashwin Land holding
 - iii. Cemetery landholding
 - iv. Office equipment
 - e. Confirmation of arrangements for insurance cover in respect of all insurable risks.
 - i. Insurance due 31st May. Quotation - £368 – Resolve to pay
 - f. Review of the Council’s and/or staff subscriptions to other bodies.
 - i. LALC subscriptions

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- g. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*).

ALL RELEVANT POLICIES CIRCULATED PRIOR TO THE MEETING.

- i. Resolve to accept the following policies as current:
 - a. Burial Policy
 - b. Communications policy
 - c. Data breach policy
 - d. Expenses policy
 - e. Grant & Donation policy
 - f. Lost Child & Vulnerable person policy
 - g. Internal Controls policy
- ii. Resolve to accept amendments to the following policy:
 - a. Risk Assessment

- h. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 (General power of competence does not apply).

- i. Memorial Wreath
- ii. Donation to Willingham band for Jubilee celebrations

- i. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- j. Review of existing committees and review of the Terms of Reference.

- i. Finance committee

10. **FINANCIAL REPORTS** – To receive the financial report and approve payments.

- i. RFO report – April 2023 & Year end 2022/23
 - a. Approve payments
 - b. Update on VAT claim
 - c. Update on Non-Business rates for cemetery
 - d. Banking
- ii. Audit Report
- iii. Review and Signing of AGAR

11. **PLANNING MATTERS** – To consider applications and responses to planning matters.

12. **CORRESPONDENCE**

13. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**

14. **DATE OF NEXT MEETING** – To resolve the note the date of the next Ordinary meeting as **6th June 2023**

Parish Assembly Tuesday 23rd May 7.00pm.