

CORRINGHAM PARISH COUNCIL – AGENDA

To: All Members of Corringham Parish Council

Please consider yourself summoned to the **Annual Meeting of Corringham Parish Council** on **Tuesday 7th May 2024 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. **ELECTION OF CHAIR** followed by **Declaration of Acceptance of Office**.
2. **ELECTION OF VICE-CHAIR** followed by **Declaration of Acceptance of Office**.
3. **CHAIRMAN’S WELCOME**
4. **APOLOGIES FOR ABSENCE**
5. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** – To receive declarations of interest in respect of matters in this agenda.
6. **MINUTES** - To consider and resolve to:
 - i. Approve the Minutes of the Ordinary Meeting held Tuesday 2nd April 2024 and address matters arising.
 - a) Thonock allotment rent
 - b) Kings portrait
 - c) AGAR update
 - d) Annual Parish Meeting
7. **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 - £418.20 – Resolve to accept

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- f. Review of the Council’s and/or staff subscriptions to other bodies.
 - i. LALC subscriptions
 - ii. SLCC membership (c £120)
- g. Review of relevant 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 – review of charges
 - b. Communications policy
 - c. Data breach policy
 - d. Expenses policy
 - e. Grant & Donation policy
 - f. Privacy & Data Protection Policy
 - g. Internal Controls policy
 - h. Scheme of Delegation
 - i. Scheme of Publication
 - j. Code of Conduct
 - h. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
 - i. Review of existing committees and review of the Terms of Reference.
 - i. Finance committee
 - j. Fencing review
 - k. Pond project
8. **FINANCIAL REPORTS** – To receive the financial report and approve payments.
- i. RFO report – April 2024
 - a. Approve payments
 - b. Update on VAT claim
9. **PLANNING MATTERS** – To consider applications and responses to planning matters.
10. **CORRESPONDENCE**
11. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**
12. **CLERK** – To consider applications for role of Clerk to the Council - Resolve to exclude the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the sensitive nature of the item to be discussed.
13. **DATE OF NEXT MEETING** – To resolve the note the date of the next Ordinary meeting as 4th **June 2024**