

# 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 6th May 2025 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.*

*Members of the public are expected to be polite, civil and respectful at all times during the meeting.*

*Questions or statements in writing should be submitted to the Acting Clerk by noon on the day of the meeting – email [dsemleycorringhampc@gmail.com](mailto:dsemleycorringhampc@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 meeting held Tuesday 8th April 2025 and address matters arising.
    - i. Pond & tree works & wildlife grant – next steps
7. **BUSINESS MATTERS FOR CONSIDERATION** – To consider and review:
  - i. Clerk updates
  - ii. CACG Funding request.
  - iii. Amendments to Standing Orders
  - iv. Amendments to Financial Regulations
  - v. Burial Policy – Review of fees
  - vi. 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 meeting
    - a. Abusive, Persistent or Vexatious policy
    - b. Code of Conduct
    - c. Co-option policy
    - d. Complaints policy
    - e. Internal Controls system
    - f. Lost child and Vulnerable Adult policy
    - g. Privacy and Data Protection policy

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- vii. New policies – Reserves & IT policies
  - viii. Allotments – Review of fees
  - ix. Review of representation on or work with external bodies and arrangements for reporting back.
  - x. Review of inventory of land and other assets including buildings and office equipment. – See asset register.
  - xi. Confirmation of arrangements for insurance cover in respect of all insurable risks.
  - xii. Review of the Council’s and/or staff subscriptions to other bodies.
    - a. LALC Website administration scheme
    - b. LALC Training scheme
    - c. LALC internal audit scheme
    - d. LALC subscription
    - e. SLCC subscription – on appointment of Clerk
  - xiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
  - xiv. i. Review of existing committees and their Terms of Reference.
    - a. Finance committee -review and membership
  - xv. Results of green lane/quiet lane Facebook consultation
8. **FINANCIAL REPORTS** – To receive the financial report and approve payments.
- i. RFO report – May 2025
  - ii. Approve payments as on payment approval form
  - iii. AGAR, Internal Audit & Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
9. **PLANNING MATTERS** – To consider applications and responses to planning matters - circulated prior to meeting.
10. **CORRESPONDENCE** – circulated prior to meeting
11. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**
12. **DATE OF NEXT MEETING** – To resolve the note the date of the next Ordinary meeting and date of Annual Parish Meeting 20<sup>th</sup> May 7pm