

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.

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 20th May 7pm