

## Lawford Parish Council



You are hereby summoned to attend the **Annual Meeting of the Parish Council**  
**to be held on**  
**Monday 16 May 2022 at 6.30pm in the Hall at The Venture Centre, Bromley Road,**  
**Lawford CO11 2JE**

Clerk to the Council: **Bridget Tighe**

### Agenda

*(Previous Chairman to preside until new Chairman is elected)*

1. **Election of a Chairman and Declaration**
  - a. To receive nominations and approve appointment of the Chairman of the Council for the 2022-23 year
  - b. The Chairman to sign the Declaration of Acceptance of Office for position of Chairman of the Council
2. **Election of Vice Chairman and Declaration**
  - a. To receive nominations and approve appointment of the Chairman of the Council for the 2022-23 year
  - b. The Vice Chairman to sign the Declaration of Acceptance of Office for position of Chairman of the Council
3. **Apologies for Absence**
4. **Declaration of Interests**

Councillors are reminded of the requirement to update, if required, their Register of Interests

  - a. To declare any Disclosable Pecuniary Interests on the agenda and their nature
  - b. To declare any Other Disclosable Interests on items on the agenda and their nature
5. **Minutes of the previous meeting**

To receive and approve the minutes of the meeting held on 26 April 2021 [attached]
6. **Matters arising from the minutes**

To consider any matters arising from the minutes.
7. **Appointment to Council Committees and Council Representatives**
  - 7.1 **Administration Committee** (please see previous minutes for current list of members)
    - a. Review and adoption of Administration Committee Terms of Reference *(attached)*
    - b. To appoint 5 (five) Councillors to the Administration Committee for 2022-23. To include Chairman and Vice Chairman.
    - c. To appoint the Chairman of the Administration Committee for 2022-23.
    - d. To appoint the Vice-Chairman of the Administration Committee for 2022-23.

**7.2 Planning Committee** (please see previous minutes for current list of members)

- a. Review and adoption of Planning Committee Terms of Reference (*attached*)
- b. To appoint 5 (five) Councillors to the Planning Committee for 2022-23.
- c. To appoint the Chairman of the Planning Committee for 2022-23.
- d. To appoint the Vice-Chairman of the Planning Committee for 2022-23.

**7.3 Public Realm Committee** (please see previous minutes for current list of members)

- a. Review and adoption of Public Realm Committee Terms of Reference (*attached*)
- b. To appoint 5 (five) Councillors to the Public Realm Committee for 2022-23.
- c. To appoint the Chairman of the Public Realm Committee for 2022-23 municipal year.
- d. To appoint the Vice-Chairman of the Public Realm Committee for 2022-23.

**7.4 Appointment of Council Representatives** (please see previous minutes for current list)

- a. Leech's Educational Foundation - two members
- b. Ogilvie Hall Committee – one member
- c. Police Liaison – one member
- d. Tendring District Association of Local Councils – one member
- e. Emergency Planning Committee

**8. Council leads**

To reaffirm leads for Council projects and activities.

- a. Tree Inspections – Cllr D Thurlow
- b. School Lane Football Club – Cllr C Guglielmi
- c. The Council's Facebook page – Cllr I Miles
- d. Other

**9. Council meetings for 2022 - 23**

To consider and approve the attached meeting cycle for the 2022-23 period.

**10. Governance**

Direct Debits and Standing Orders

- a. To reaffirm the variable direct debits and standing orders on the Parish Council's current account (see attached)

Current account mandate

- b. To reaffirm signatories on the Council's current account and review if there is a need for any amendments [attached]

Online Banking

- c. To reaffirm the Council's use of online banking for the payment of invoices/salaries via bank transfer and the process of having such transfers reviewed by two Councillors prior to payments leaving the current account.

Policy Review Schedule

- d. To consider the attached policy review scheduled [see attached]

Asset Register

- e. To review the Council's Asset Register [see attached]

Insurance cover

f. Review arrangements for insurance cover [paper to follow]

11. **Personnel**

To agree a resolution to join the LGPS and backdate pension payments and back-date payments from March 2022 (see attached)

12. **Finance**

End of year Accounts

12.1 To receive and accept the Internal Audit Report for 2021-22 (attached)

12.2 To receive and approve the end of year accounts for 2021-22 (attached)

Annual Governance and Accountability Return [AGAR] 2021-22

12.3 To approve Section 1 of the AGAR – Annual Governance Statement 2020-21 (see attached).

12.4 To approved Section 2 of the AGAR – Accounting Statements 2020-21 (see attached).

12.5 Appointment of Internal Auditor for 2022-23

Signature (Clerk): *B Tighe*

Date: 10 May 2022