

## LITTLE GLEMHAM PARISH COUNCIL

**To members of the Council:** Your attendance is required at the next meeting of Little Glemham Parish Council which will be held on **Tuesday 10 March 2020 at 8.00 pm** in the Parish Room

Alistair Besly, Parish Clerk

### AGENDA

#### Attendees

From the Council

From the Public

#### Apologies

#### Declaration of Interest

**Minutes** To approve and sign the Minutes of the Council meeting on 11 February 2020

#### Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	<b>Community area Lease:</b>			
	AP04 - 01/20	Organise for lease to be prepared and signed. <b>11 Feb:</b> Clerk awaiting response from Strutt and Parker regarding lease term and usage restrictions <b>2 March:</b> followed up	Clerk	Next Meeting
2	<b>Little Glemham Speed Watch:</b> The equipment has been purchased and is with Frank			
	AP05 - 01/20	Deliver a village flyer asking for more volunteers to operate the Speedar <b>11 Feb:</b> Flyer text approved, Stephen to produce and deliver	Stephen	Next Meeting
	AP02 - 02/20	Stephen to collect all paperwork and information regarding volunteers, police check and training from Frank	Stephen	Next Meeting
	AP06 - 01/21	Produce training plan for new and existing volunteers	Stephen, Lynne	Next Meeting
	AP07 - 01/20	Complete volunteer training activities	Stephen, Lynne	March Review
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen, Lynne	March Review
3	<b>Neighbourhood Watch Coordinator:</b> There is a vacancy for Little Glemham. Stephen			
	AP09 - 01/20	Deliver a village flyer advertising the vacancy <b>11 Feb:</b> Flyer text approved, Stephen to produce and deliver	Stephen	Next Meeting
4	<b>Little Glemham PC website:</b> Update			
	AP04 - 02/20	Clerk to Engage Web Designer with immediate effect	Clerk	14/02/2020
5	<b>Traffic on Church Road:</b> Concern was expressed for the speed of some cars on Church			
	AP11 - 01/20	Alistair to write to Stephen for advice - <b>Done 15 Jan, Followed Up 30 Jan</b> <b>2 March:</b> Alistair followed up again	Clerk	Next Meeting
6	<b>Year End Audit Requirements</b>			
		Resolution to appoint Heelis and Lodge as auditors		
		Resolution to apply for Audit certificate of Exemption		
		Agreement on Earmarked reserves (general reserve should be no mre than 9 months budget) [circulated 3 Mar]		
		Resolution to adopt proposed budget for 2020/21 (Circulated 2 Feb, amended and circulated 3 Mar)		
		Update register of interests - please consider your answer to DPI 5		
		GDPR Policy needs to be written, reviewed and adopted		
		Records and Back up Policy needs to be written, reviewed and adopted		
	BYOD Policy needs to be written, reviewed and adopted			

	Personal email policy needs to be written, reviewed and adopted		
	Code of Conduct needs to be reviewed and adopted		

**Regular Reports and Agenda Items**

<b>R1</b>	<b>Suffolk County Councillors Report:</b>			
<b>R2</b>	<b>District Councillors report:</b>			
	<b>AP12 - 01/20</b>	Carol offered to clarify where the district stood on dogs being excluded from play areas and how to achieve this	<b>Carol</b>	<b>Next Meeting</b>
<b>R3</b>	<b>Finance Report:</b> Balance at bank to be presented at meeting			
	<b>Payments</b>	Clerks salary and expenses		
<b>R4</b>	<b>Sizewell C:</b> Opportunity to comment on publications from the last month			
<b>R5</b>	<b>Planning</b>			
<b>AOB</b>				