

LITTLE GLEMHAM PARISH COUNCIL

Notice of Meeting

To members of the Council: Your attendance is required at the Annual of Little Glemham Parish Council meeting which will be held remotely over Zoom on

Thursday 6 May 2021 at 19:00

Alistair Besly, Parish Clerk

Joining Remote Meetings

Following The Local Authorities Coronavirus - Flexibility of Local Authority Meetings Regulations;

This meeting will be held remotely over Zoom.

Councillors will receive joining details before the meeting

Members of the public who wish to attend must contact the clerk no later than Sunday 2 May for details.

AGENDA

Attendees

From the Council

From the Public

Apologies

Declaration of Interest

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner
1	Election of Chair		Stephen
2	Election of Vice Chair		Chair
3	Delivery of Acceptance of Office forms		Clerk
4	Confirmation of Minutes		Chair
	To approve and sign the Minutes of the Council meeting on 9 March 2021		
	To approve and sign the Minutes of the Council meeting on 13 April 2022		
5	Review of delegation arrangements to staff - See Financial Regulations		Chair
6	Review and adoption of appropriate standing orders and financial regulations;		Chair
7	Review of inventory of land and assets including buildings and office equipment;		Chair
8	Confirmation of arrangements for insurance cover in respect of all insured risks;		Chair
9	Review of the council's and/or staff subscriptions to other bodies;		Chair
10	Review of the council's complaints procedure;		Chair
11	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;		Chair
12	Review of the council's policy for dealing with the press/media;		Chair
13	Review of the Councils employment policies and procedures including: Privacy Notice for Employees and officials Member/Officer Protocol		Chair
14	Review of the Councils remaining policies and procedures including: Code of Conduct GDPR Management Privacy Notice General Risk Assessments and Safeguarding		Chair
15	Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.		Clerk
16	Payments	Pre-approval of payments falling due before the next meeting. To be reported at the next meeting	Clerk

		Clerks pay (11 March - 31 May) and HMRC PAYE upto a maximum of £600	
		Kiwi Fencing up to a maximum of £2,400 including VAT	
17	Public Speaking	Members of the public may speak but are limited to 3 mins per subject at the discretion of the Chair	Chair
18		Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council	Chair

Date of next meeting: Tu Tuesday 8 June 2021