

LITTLE GLEMHAM PARISH COUNCIL

Notice of Meeting

To members of the Council: Your attendance is required at the meeting of Little Glemham Parish Council which will be held in the village hall on **Tuesday 9 November 2021 at 20:00**. 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 Annual Parish Council meeting on 13 September

Public Speaking Members of the public may speak but are limited to 3 mins per subject at the discretion of the Chair

Notes and Actions

Item	Description	Actions and Agreements	Owner	Complete by date
1	Suffolk County Councillors Report:		Stephen Burroughs	
2	District Councillors report:		Carol Poulter	
3	Chair's Report		Stephen	
4	Co Option of new Coucillor		Stephen	
5	Vacation of Office		Stephen	
6	Clerk's Report		Clerk	
7	Finance Report: To be circulated		Clerk	
8	S137	Citizens Advice Leiston - donation?	Stephen	
9	Payments approval		Clerk	
10	Review of Draft Budget including Precept		Clerk	
11	PAYE options agreement: It was suggested that the Clerk should be paid an additional 1/2 hour per month to run the payroll which is less expensive than outsourcing to SALC			
12	Community Area Funding Report		Kate	
	AP02 - 04/21	Kate to follow up with funding for play equipment	Kate	
13	Play Equipment maintenance			
14	Community Engagement			
	AP01 - 09/21	Clerk to draft community engagement questionnaire Circulated 13 Oct and attached with agenda email	Clerk	
15	Governance Documents - Adoption			
15	Safeguarding Policy	Safeguarding Policy - circulated 21 Sept and attached with agenda email. Note: LGPC required to nominate a safeguarding officer AND provide appropriate training and DBS check as required		
15	FOI publication	FOI publication scheme from ICO: circulated 30 Sept and attached with agenda email.		
15	LGA Code of Conduct:	New code being implemented by SALC. Recommended Councillors attend training ahead of adoption in May 22		
16	Councillors duties and responsibilities		Stephen	
	New Councillors Guide: Circulated 21 Sept and attached with agenda email.			
17	Neighbourhood Watch: Update		Frank	
18	Queen's Platinum Jubilee and Festival of Suffolk - Parish Activities		All	
	AP04 - 09/21	Frank will ask Avril at the Lion about an outside bar	Frank	
	AP05 - 09/21	Lindsay will ask Darius regarding cooking hot food	Lindsay	
	AP06 - 09/21	Frank will enquire about Marquee hire	Frank	
	AP07 - 09/21	Stephen will check to see if Glemham Hall intend to do something and either amalgamate or ensure there is not a clash of dates	Stephen	
	Jubilee Beacons: Circulated 16 Oct, URL attached here: www.QueensJubileeBeacons.com			
	Queens Green Canopy: Circulated on 4 October. URL: www.salc.org.uk/queens-green-canopy-suffolk/			
19	Date of next meeting: 11 January 2022			