

Stisted Parish Council

Chairman	Parish Clerk
Cllr Alan Moor Tel: 01376 325358	Mrs Christine Marshall Mill Cottage Church Road Bradwell Braintree Essex CM77 8EP Tel: 07933 306927 E-Mail: stistedparishcouncil@yahoo.co.uk

Date Issued: 24th April 2018

Dear Councillor

I hereby give notice that you are summoned to attend the forthcoming Annual General Parish Council Meeting of Stisted Parish Council which will take place on **Tuesday 1st May 2018 at 7.30pm** in the Montefiore Institute, 44 The Street, Stisted, Essex CM7 8AW for the purpose of transacting the business shown in the Agenda. The public and press are welcome to be present for the Parish Council meeting.

Christine Marshall

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PARISH CLERK

AGENDA
For the Annual Parish Council meeting Stisted Parish Council
On Tuesday 1st May 2018 in the Montefiore Institute, 44 The Street, Stisted, CM7 8AW at 7.30pm

ITEM	PRESENTER	SUBJECT	STATUS
18/060	Chairman	WELCOME AND APOLOGIES FOR ABSENCE To receive apologies:	INFORMATION
18/061	Chairman	TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL	DECISION
18/062	Chairman	CHAIRMAN'S DECLARATION OF OFFICE	ACTION
18/063	Chairman	TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL	DECISION
18/064	Vice-Chairman	VICE-CHAIRMAN'S DECLARATION OF OFFICE	ACTION
18/065	Clerk	DECLARATIONS OF ACCEPTANCE OF OFFICE i. To confirm all Members present have signed the form ii. To confirm that any Member not present will be able to sign the form outside of this meeting.	ACTION ACTION
18/066	Clerk	REGISTER OF INTERESTS i. To confirm all Members present have completed Declarations of Interest forms ii. To confirm that any Member not present will be able to complete the Declaration of Interest form outside of this meeting.	ACTION ACTION
18/067	Clerk	CONSENT FORMS i. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail. ii. To confirm that any Member not present will be able to sign the form outside of this meeting.	ACTION ACTION
18/068	RFO	BANK MANDATE To confirm existing bank mandate or amendments required.	ACTION
18/069	Clerk	COUNCIL POLICIES To agree timetable for review of all policies previously adopted a. Freedom of Information – May 2018 b. (Freedom of Information and) Publication Scheme c. Data Protection – May 2018 d. Retention of Documents and Records – May 2018 e. Standing Orders – July 2018 f. Code of Conduct – September 2018 g. Financial Regulations – November 2018 h. Complaints – January 2019 i. Grant Awarding Policy – March 2019 j. Training Policy – April 2019 k. Expenses policy for employees and councillors – April 2019 l. Communication – May 2019 m. Disciplinary – July 2019	DECISION
18/070	Chairman	SUB-COMMITTEES 1. To confirm re-appointment of Chairman for each sub-Committee a. Stisted Action Group (as/when required)	DECISION

- b. Street Maintenance
- c. Recreational Maintenance
- d. Events
- e. Contingency Planning
- f. Social Media
- g. Planning
- h. Community Safety & Awareness
- i. Finance
- j. Community Engagement
- k. Employment

ACTION

2. To advise any amendments to Terms of Reference for each sub-Committee

18/071	Chairman	PUBLIC FOOTPATHS P3 To re-confirm Public Footpath's Officer – Mr Bob Powers	DECISION
18/072	Chairman	TREE WARDEN To re-confirm Tree Warden	DECISION
18/073	Chairman	PLAYING FIELD To re-confirm Playing Field's Officer – Cllr Stuart Tyler	DECISION
18/074	Chairman	EMERGENCY PLANNING To confirm Community Emergency Planning Co-ordinator – Cllr Hayley Waine	DECISION
18/075	Chairman	REPRESENTATIVES To elect representatives for the following external meetings/bodies <ul style="list-style-type: none"> a. Rural Community Council b. Braintree Association of Local Councils c. Integrated Waste Management Site Liaison Group d. Bradwell Quarry Liaison Committee e. Stisted Against Gravel Extraction f. A120 Braintree Community Engagement Forum g. Highways (Local Highways Panel and Highways Agency) h. Transport 	DECISION
18/076	Chairman	PUBLIC QUESTION TIME Members of the public have an opportunity to ask questions relevant to the workings and services of the Council. Questions cannot always be answered at the meeting but they will be discussed and dealt with appropriately. The maximum time allowed for the public to participate, as stated in the Stisted Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	
18/077	Clerk	Dates of meetings 2018/19 To confirm dates of meetings for the year to 31 st May 2019 <ul style="list-style-type: none"> 5th June 2018 3rd July 2018 4th September 2018 2nd October 2018 6th November 2018 4th December 2018 8th January 2019 5th February 2019 5th March 2019 2nd April 2019 7th May 2019 	INFORMATION
18/078	Chairman	ANNUAL MEETING CLOSED	

THIS NOTICE WAS ISSUED on 24th April 2018, by:
Mrs Christine Marshall
Parish Clerk
STISTED PARISH COUNCIL
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