

RETTENDON PARISH COUNCIL

10 Squirrels Field
Colchester
CO4 5YA

E: rettendonparishcouncil@outlook.com

AGENDA

You are hereby summoned to the Annual Meeting of the Rettendon Parish Council to be held through electronic, digital or virtual means on TUESDAY 4th MAY 2021, commencing at 7.30pm

Signed:

Katherine Kane

Katherine Kane

Parish Clerk

27th April 2021

Members of the public can access the meeting via the link below:

<https://us02web.zoom.us/j/81150495229>

Or by phone:

0203 481 5237 ID 81150495229#

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|----------------|--|
| 1-21/22 | To elect the Chairman of the Council and to receive declaration of acceptance of office. |
| 2-21/22 | To elect the Vice-Chairman of the Council and to receive declaration of acceptance of office |
| 3-21/22 | Apologies and Reasons for Absence

To be received by the Clerk |
| 4-21/22 | Declarations of Interest on Items on the Agenda

The Chairman to remind Councillors to declare any interests now and as they become evident to them during the progress of the meeting. |
| 5-21/22 | Public Forum – strictly 5 minutes only per speaker |

The Chairman to remind those taking part in the Forum that Rettendon PC operates strict timescales (maximum 5 minutes per speaker) to receive their information in the form of statements. There can be no debate on any issues, just the receipt and clarification of information.

- 6-21/22** To agree the minutes of the meeting held on Thursday 22 April 2021.
- 7-21/22** To receive the Essex County Councillor and Ward Councillors' reports.
- 8-21/22** To confirm the Clerk as Responsible Financial Officer for the Parish Council
- 9-21/22** Finance
- a) To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.
 - b) To agree to appoint three Councillors to check finances and sign cheques
 - c) To agree to approve the use of variable Direct Debit payments for utility bills
- 10-21/22** To review the Terms of Reference for existing committees
- a) Human Resources Committee
- 11-21/22** To appoint members to existing committees and Working Parties
- a) Human Resources Committee
 - b) Village Hall Committee representative
 - c) Parish Survey Working Group
 - d) Bus Shelter Working Group
 - e) S-Type Security Working Group
 - f) Sonters Down Play Area Working Group
- 12-21/22** To review and adopt:
- a) Standing Orders
 - b) Financial Regulations
 - c) Code of Conduct
 - d) Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation
 - e) Complaints Procedure
- 13-21/22** To review the Parish Council's inventory of land and assets including buildings and office equipment
- 14-21/22** To confirm the following annual subscriptions:

- i) EALC/NALC
- ii) RCCE

15-21/22 To review the Council's employment policies and procedures.

16-21/22 To review and agree the Council's representation on outside bodies:

- i) The Village Hall Management Committee
- ii) The Rettendon Almshouse Charity
- iii) The Richard Cannon Charity

17-21/22 To agree the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the full Council

June 29 2021, July 27 2021, September 28 2021, October 26 2021, November 30 2021, December 21 2021, January 25 2022, February 22 2021, March 29 2022, April 26 2022, May 24 2022 (Annual Meeting of the Council).

18-21/22 To agree the response to the following planning applications (all applications are available to view at www.chelmsford.gov.uk)

19-21/22 Reports from Councillors on Council activities since the last meeting

20-21/22 Date of the next Parish Council Meeting – 29 June 2021, venue to be confirmed.