

# WALBERSWICK PARISH COUNCIL

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold, Suffolk IP18 6UD, Tel:  
01502 723294

I HEREBY GIVE NOTICE THAT a meeting of the above Council will be held in the Village Hall Annexe at 7.30pm on Monday 4 March 2013

## AGENDA

1. Apologies for absence
2. Minutes of the previous meeting held on 4 February 2013 to be approved and signed
3. Declarations of interests
4. Reports from the County and District Councillors and the Police
5. Accounts to be agreed including:
  - a. Acknowledge receipts
  - b. Make payments
  - c. To consider the proposed rates for grass cutting for summer 2013 or decide to rescind contract and put out to tender
  - d. To consider Chairman's proposal to close two bank accounts
  - e. Update on HMRC Penalty Notice
6. Review the Council's Publication Scheme
7. Review existing Risk Assessment, adopted 03.04.12 and amended 01.10.12 (deferred from last meeting)
8. To agree the draft Records Management Policy (deferred from last meeting)
9. To agree time recording process for Clerk
10. To appoint a Councillor/s to update Assets Register
11. To consider whether to appoint a representative to the Village Hall Management Committee
12. To consider whether to raise no objections to proposed commercial photography on the beach and quantum of donation to be requested
13. To agree specification for office equipment
14. To consider request to use visitor centre and, if agreed, to set a fee
15. To consider Cllr Gower's longer term issues paper
16. Clerk's job evaluation and benchmarking
17. To note Information Commissioner Decision FS50444929 has been appealed
18. Update on floodgates
19. Matters raised by members
20. Date of next meeting

**Jane Gomm, Clerk to Walberswick Parish Council  
Wednesday 27 February 2013**