

WALBERSWICK PARISH COUNCIL

Clerk: Mark Knight: walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors:

You are summoned to a meeting of Walberswick Parish Council on Monday 11th May 2020 at 7.15pm.

Due to the ongoing Covid-19 pandemic and the new government instructions concerning public meetings and social distancing, the council will not meet in public until further notice. Both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) are asking local councils to stop holding any physical meetings or gatherings during this time. This includes full council, committee meetings, annual parish or council meetings. As a result, this meeting will be held remotely via video and/or audio conferencing. NALC also suggests that during this period Councils take decisions remotely only for urgent issues and the meeting agenda is therefore kept to the minimum necessary, with emphasis on maintaining financial oversight and authorising necessary expenditures. Councillors will be contacted separately with details on how to connect to the meeting remotely. The meeting is open to the public and members of the public who are interested in attending the meeting remotely should email andrew.wpcouncillor@gmail.com BEFORE 6 pm on Monday, 11th May 2020 for connection details.

Yours faithfully



Clerk to Walberswick Parish Council
Tuesday 5th May 2020

1. **Chairman's welcome**, including explanation of those agenda items that normally form part of the Annual Parish Council Meeting which are (in accordance with NALC guidance) being carried over to a future meeting
2. **To consider and approve any apologies for absence** (*To be received by email to the Clerk by 6 pm on the date of the meeting*)
3. **Declaration of interest and requests for dispensation:** Councillors to declare any interests.
4. **To consider the minutes of the meetings of 20th April 2020 for accuracy** and for the Chairman to sign as a true record.
5. **Open Forum:** The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f— 3k. Members of the public may not take part in the Parish Council meeting itself

Note: This meeting is subject to the WPC Protocol for Reporting of meetings and therefore may be recorded. The full protocol and all the meeting associated papers can be viewed at <http://walberswick.onesuffolk.net/walberswick-parish-council/>

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6. **Finance Matters** (*report attached*)
 - 6.1. To approve items on the Authorisation to Pay Sheet
7. **To review and adopt appropriate Standing Orders** (*from website*)
8. **To review and adopt appropriate Financial Regulations** (*from website*)
9. **Policy review:** The purpose of this item is for the Council to provide an annual reconfirmation of the content of each of the below listed policies. While a number of other policies will require confirmation when the Annual Council meeting is held, it was determined that this sub-group was of particular importance to completing the internal and external audit and accounts during May and June 2020. No amendments to any of these policies is proposed.
 - 9.1. **Review of arrangements with advisory groups** including Planning Advisory Group & Scroll Custodians (*on website*)
 - 9.2. **Confirm that the council's arrangements for insurance** in respect of all insurable risks is adequate (*RFO to confirm adequacy*)
 - 9.3. **Confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts** (*none in 2019/20*)
 - 9.4. **Review allotment rates and policy** (*from website*)
10. **Review and confirm the Asset Register as of end 2019/20** accurately reflects the property and assets that the council holds (*Report attached*)
11. **Determine meeting schedule for 2020/21 including the 2021 Annual Meeting of the Council** (*Report attached*)
12. **Consider WPC support for a letter regarding Sizewell C DCO submission by EDF – Councillor Bassinette** (*Report attached*)
13. **Consider consultation response on Public Space Protection Order by ESDC** (*Report attached*)
14. **Date of next meeting:** Monday 8th June 2020 at 7.15pm. Format of this meeting to be confirmed at a later date pending guidance from Government/SALC/NALC.

Councillors to forward any matters for the next agenda to the clerk by end of day Friday 29th May 2020.