

# NOTICE OF BAWDSEY PARISH COUNCIL

Thursday 25<sup>th</sup> May 2023 –  
7.00pm at Bawdsey Village Hall

All Councillors are hereby summoned to attend a meeting of  
the Parish Council as detailed above.

All public and press are also cordially invited.

## Agenda

1.	<b>To elect Chair of council and signing of the ‘Declaration of Acceptance of Office’</b>
2.	<b>Welcome by chair and to receive apologies for Absence</b>
3.	<b>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</b>
4.	<b>Public Participation (10 minutes)</b> – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors  a. Reports or comments from public b. Reports from County and District Councillors
5.	<b>To Co-Opt 1 Councillor</b>
6.	<b>Welcome to new councillors and signing of</b>  Declaration of Acceptance of Office Election Expenses Forms  <b>Reminder to Register Interests with SCC and existing councillors to check interests have not changed</b>
7.	<b>To agree &amp; sign Minutes of meetings dated 23<sup>rd</sup> March 2023 as true record.</b>
8.	<b>To elect Vice Chair</b>
9.	<b>To review and adopt the following:-</b>  <ul style="list-style-type: none"><li>• National Code of Conduct</li><li>• Financial Regulation</li><li>• Standing Orders</li></ul>
10.	<b>To present training opportunities for Councillors</b>
11.	<b>Planning: To receive updates on current applications and consider applications received</b>  a. <b>Consider the following application(s)</b>  <b>DC/23/1604/FU</b> Rear and side single storey extension, Beauville, Red House Farm Lane, IP12 3AN

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage, The Street, Alderton, IP12 3BL  
Tel: 01394 411092 Email: Bawdsey-pc@hotmail.co.uk

	<b>b. To consider any applications received after the publication of the agenda</b>
<b>12.</b>	<b>Works on Ferry Road at Quay –</b> a) Receive progress update b) Discuss Parking Permits
<b>13.</b>	<b>Policies and Asset Register – Review and adopt:-</b> a) Asset Register b) Internal Control
<b>14.</b>	<b>To confirm following roles and advisory groups for 2023- 2024:</b> a) Finance Councillors (Currently Cllrs Andy Rouse and Clare Walker) b) Village Hall Representative c) Speedwatch d) Emergency Committee representative e) Tree Warden (Currently Richard Tricker) f) Internal Auditor (Currently Trevor Brown) g) Responsible Finance Office (Currently the Clerk) h) Defibrillator caretaker (Currently Rod Webb) i) Coastguard representative (Currently Robert Thurkettle)
<b>15.</b>	<b>Clerks Correspondence update</b>
<b>16.</b>	<b>End of Year Accounts:</b> i. To Receive and accept accounts as at 31 <sup>st</sup> March 2023 ii. To accept Internal Auditors report for year end March 2023 and Annual Internal Audit Report within part 3 of the Annual Governance and Accountability Return 2022/2023 iii. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2022-2023 iv. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2022-2023 v. To set a date for exercise of public rights to be set vi. To agree CIL report for 2022 – 2023
<b>17.</b>	<b>Finance</b>  <b>1. To note Bank Balances as of 30<sup>th</sup> April 2023:</b> a) Current Account - £16460.72 b) Reserve Savings Account - £4018.03 c) CIL Funds Savings Account - £23843.44 d) Projects Savings Account - £8256.48  <b>2. To authorise the following Invoices for Payment:</b>  <b>a. New payments since last meeting:</b>  £159.75 SALC Membership

	<p>£15.00 Red Rocket – Emergency Telephone (April)  £35.00 Information Commissioners Office  £1000.00 St Mary’s Church – Church Wall  £75.00 Ofcom – Emergency Radios  £15.00 Red Rocket – Emergency Telephone (May)  £32.15 ESC – Bulletin  £40.95 Clare Walker – Expenses for certificates  £260.00 Trevor Brown – Internal Audit  £40.75 – Tina Hughes – APM  £56.29 – Tina Hughes – Mileage and Expenses  £59.99 – Tina Hughes – Microsoft 365 Subscription</p> <p><b>b. Any new invoices since publication of agenda:</b></p> <p><b>c. Note new payments received since last meeting:</b></p> <p>£18.03 Interest received on Reserve Savings Account  £41.70 Interest received on Project Savings account  £106.98 Interest received on CIL Savings Account  £861.53 CIL for new build Manor Farm Estate  £8185.00 Precept 2023/24</p> <p><b>d. To receive minutes from finance meeting held on 25<sup>th</sup> April 2023 and accept recommendations:-</b></p> <p>i. Transfer interest received in CIL savings £106.98 account to current account  ii. Leave interest received in project £41.70 and reserve £18.03 accounts in respective savings accounts  iii. Continue insurance policy with Zurich  iv. Shortfall in invoice received for Weather Station work, recommend to be paid by Parish Council from project fund</p>
18.	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meetings</b></p>