



NOTICE OF MEETING

Town Councillors are summoned to attend the Carlton Colville Town Council **Annual** meeting on Wednesday 4th May 2022 at Carlton Colville Primary School, Gisleham Road, NR33 8DG. The meeting will start at 7.00 pm (following the Annual meeting of the parish). At 8.45 pm there will be a watershed and, if agreed the meeting will continue but it will carry on no later than 9.00 pm.

Clerk *Alison Ayers*

Date 27th April 2022

AGENDA

1. Election of Chairman of the Town Council 2022/2023
Chairman's declaration of acceptance of office to be completed
2. Election of a Vice-Chairman of the Town Council 2022/2023
Vice-Chair's declaration of acceptance of office to be completed
3. To appoint a Responsible Financial Officer (RFO)
4. To Note members present and to receive any apologies for absence and note them
5. To receive any declarations of interest regarding the agenda
6. To consider applications for dispensation
7. Appointment of representatives to the following committees:
Planning
Finance and Personnel
Neighbourhood Plan
Carlton Colville Community Centre
East Suffolk Community Partnership
Allotments
8. To consider and adopt new terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee
9. To approve and sign the minutes of the Town Council meeting 6th April 2022
10. To receive reports from the following:
NOTE – no questions from the public will be taken during these reports. Public participation is a separate agenda item at item 11 .
 - a. Suffolk County Councillors
 - b. East Suffolk Councillors
 - c. Patients Participation Group at Rosedale Surgery

- d. IMPACT Detached Youth
 - e. East Anglia Transport Museum
 - f. Allotments
 - g. Carlton Colville Community Centre
 - h. Community Kitchen and Wildlife Garden
11. Public participation
The purpose of the meeting is for Councillors to discuss Town Council Business. During each meeting the Council will allow a period of up to 15 minutes for public questions. During this time, residents can put questions to the Chairman regarding local concerns. Each question will be allocated 3 minutes. Where possible the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.
 12. To agree payments to be made for April 2022
List to be circulated prior to meeting
April's bank statement and reconciliation to be signed
Spend v budget circulated
 13. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2021/22
 14. Propose and determine the time and place of all ordinary meetings of the full council up to and including the next annual meeting of full council
 15. Carlton Colville Town Council resolves that from 4th May 2022 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, adopt the General Power of Competence.
 16. Corporate Governance
To approve governance documents for 2022/23
 - a. Standing Orders
 - b. Councillors Expenses Policy
 - c. Safeguarding Policy
 - d. Retention & Disposal Policy
 - e. Information & Data Protection Policy
 17. To confirm arrangements for insurance cover in respect of all insured risks
 18. To consider updated plans for Queens Platinum Jubilee 2nd June 2022
 19. To agree wording for plaque for Queens Jubilee Bench
 20. To consider plans received for Matlock Dale Play area
 21. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda
 22. To close the meeting