



TOLLESHUNT D'ARCY PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
QUALITY

Notice is hereby given that the Annual Statutory Meeting of Tolleshunt D'Arcy Parish Council will be held on Tuesday 13th May 2025 in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

6th May 2025

A G E N D A

1. **Election of Chair**
To elect a Chair for the forthcoming year and to receive a signed Declaration of Acceptance of Office
2. **Election of Vice-Chair**
To elect a Vice-Chair for the forthcoming year
3. **Apologies for Absence**
To receive apologies for absence.
4. **Declarations of Interest**
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
5. **Public Forum**
Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day. A maximum time of 15 minutes will be allowed.
6. **Minutes**
To receive and approve the minutes of the Parish Council Meeting held on 29th April 2025

7. Committees and Representatives

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Public Rights of Way
- b) Lead Member for Highways and Road Safety
- c) Lead Member for Planning Matters and Trees
- d) Lead Member for Recreation Ground
- e) Lead Member for Burial Ground
- f) Lead Member for Local Council Award Scheme
- g) Lead Member for the Village Hall Working Group
- h) Personnel Committee members
- i) Defibrillators

8. Policies and Procedures

To review the following Policies and Procedures:

- 8.1** Standing Orders
- 8.2** Financial Regulations
- 8.3** Compliments and Complaints Procedure
- 8.4** Disciplinary Procedure
- 8.5** Grievance Procedure
- 8.6** Grant Awarding Policy
- 8.7** Media Policy
- 8.8** Reserves Policy
- 8.9** Training Policy
- 8.10** Email Policy
- 8.11** Social Media Policy
- 8.12** Councillors to sign and agree that they have read and understood the Social Media and Email Policy

To adopt the following Policy

- 8.13** Investment Policy

9. Terms of Reference

To review the Terms of Reference for the Personnel Committee

10. Banking Arrangement

To seek confirmation of signatories for the Unity Trust Account

11. Subscriptions

To review subscriptions to other bodies: NALC, SLCC and the RCCE

12. Appointment of Internal Auditor

To confirm that Maurice Howard will continue to provide the Council's internal audit

13. Register of Members' Interests

Councillors are respectfully reminded to keep their register of interests and memberships up to date at all times

14. Meeting Schedule

To agree on the proposed meeting schedule for 2025/26

15. Dates of the Next Meetings

Tuesday 27th May 2025 – Full Council Meeting – 7.30 pm

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis

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