



Messing Cum Inworth Parish Council
NOTICE OF ANNUAL COUNCIL MEETING
TUESDAY 21 MAY 2024, Messing Village Hall, 7.30pm
Members are duly summoned to attend



16.05.24 *Karen Elliott*, Clerk and Proper Officer to the Council

AGENDA

- 1 ELECTION OF CHAIR**
 - a) **RESOLVE** election of chair to the council
 - b) **RECEIVE** declaration of acceptance of office
 - 2 ELECTION OF VICE-CHAIR**
 - a) **RESOLVE** election of vice-chair to the council
 - b) **RECEIVE** declaration of acceptance of office
 - 3 APOLOGIES**
 - a) **RECEIVE** apologies for absence
 - b) **NOTE** decisions to accept apologies for absence
 - 4 DECLARATIONS OF INTEREST**
 - a) **RECEIVE** declarations of interest relating to the agenda
 - b) **NOTE** decisions of requests for dispensation relating to the agenda.
 - 5 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*
 - a) minutes of the meeting of the council held on 08 May 2024
 - 6 PUBLIC PARTICIPATION** (*shall not exceed 15 minutes*)
 - a) **RECEIVE** reports from City and County Councillors.
 - b) **RECEIVE** public comments relating to the agenda or matters for future consideration.
Members of public may make representations, answer questions and give evidence at a meeting they are entitled to attend, shall direct comments to the chair and not speak for more than 3 minutes. A question shall not require a response nor start debate. Matters will be considered in accordance with the agenda.
 - 7 GOVERNANCE**
 - a) **RESOLVE** to confirm members' register of interests are published and up to date.
 - b) **RESOLVE** to adopt the new LGA Model Councillor Code of Conduct.
 - c) **RESOLVE** to adopt new Financial Regulations (previously circulated)
 - d) **REVIEW** policies, procedures and practices:
 - i. Complaints Procedure;
 - ii. Council obligations under freedom of information and data protection legislation;
 - iii. Dealing with the press and media;
 - iv. Employment;
 - v. Review Council expenditure incurred under s.137 LGA 1972.
 - e) **RESOLVE** to readopt the terms of reference for the personnel committee.
 - f) **RESOLVE** to approve ongoing membership of professional bodies: Essex Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Rural Community Council of Essex.
 - g) **REVIEW**
 - i. inventory of land and other assets including buildings, IT and office equipment;
 - ii. arrangements for insurance cover in respect of all insurable risks;
 - h) **RESOLVE** Business continuity and IT: website, emails, data security
 - 8 PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:
 - a) CCC Local Plan Review:
 - i. Designated Rural Areas (previously circulated) responses by Friday 24 May.
 - ii. Site meeting to consider settlement boundary.
 - 9 FINANCE - RECEIVE and APPROVE** accounts for payment - *for signature by 2 members.*
 - 10 PARISH MATTERS**
 - a) Highways: Inworth road signs and repairs, speeding along Kelvedon Road.
 - b) Outside spaces: orchard, allotments, parish tree survey, parish plan.
 - c) Defibrillators: registration, inspections, annual support package.
 - 11 CLERK'S REPORT** - correspondence received.
 - 12 BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda.
 - 13 NEXT MEETING** - set dates for council meetings June 2024-May 2025: Annual Parish Assembly 2025.
 - 14 RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted.
 - a) Personnel matters - **RESOLVE** locum clerk contract, **CONSIDER** recruitment strategy for permanent clerk
 - b) CCC call for sites pre-planning matters
- Close of meeting