

An Annual Parish Council meeting for Mendlesham Parish Council was held in the Old Schoolroom, Mendlesham on Wednesday 17th May 2017 at 7.00pm.

Present: Cllrs A Davey, M Exley, D Nunn, H Orton, E Ward, M Watson and S Jones (Clerk).

1. To elect the Chair of the Parish Council

Cllr M Exley was proposed and seconded. There were no further nominations and the vote was unanimous.

2. To elect the Vice-Chair of the Parish Council

Cllr A Davey was proposed and seconded. There were no further nominations and the vote was unanimous.

3. To receive the Chair's Declaration of Acceptance of Office.

Cllr Exley signed the declaration, witnessed by the Parish Clerk.

4. Welcome, apologies for absence and filming statement.

The Chairperson welcomed Cllrs to the meeting. Apologies had been received from Cllrs D Foster, N Foster and Webb. The filming statement was not read out as no members of the public were present.

5. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared.

b) To note any dispensations with regard to declarations of interest. Not required.

6. To approve minutes of Extra Ordinary meeting held on 15th May 2017 for accuracy and as a true record of the meeting. Pages 1481-1482 inclusive were unanimously approved as an accurate record of the meeting of 15th May 2017, signed and dated by the Chairperson.

7. To appoint members to the following existing committees/roles as required :

Allotment representative

Cllr Orton was reappointed.

Finance & General Purposes Advisory committee

It was agreed further to previous discussions that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Exley, Davey, Ward and Watson.

Planning Committee

It was agreed further to previous discussions that this committee should not meet until more existing Parish Councillor vacancies are filled.

Footpath Officer: Cllr Exley for Mendlesham and Mr T Moore for Mendlesham Green were reappointed.

Woodland Officer Mr J Michell was reappointed.

New Playingfield project advisory committee: It was agreed that this committee was no longer required.

School/Community Centre Joint Liason Committee Cllrs Nunn, Orton and Watson were re appointed plus Cllr Exley. It was noted this was representation only, with no delegated powers.

Neighbourhood Plan Committee It was agreed that this committee was no longer required.

USAAF 34TH Bomb Memorial Advisory Committee Cllrs Nunn and Orton, Paul Allen, Carolyn Triscott, Father P Gray and Cllr A Arnold, (Wetheringsett Parish Council) were re appointed. Authorisation agreed to monitor the memorial and funds. It was noted an annual meeting of this committee should take place. **Action: Clerk** to diarise August to arrange.

8.Standing Orders:

To confirm general standing orders and financial standing orders (Ord mins 8.2.17 p1465 no 7) from 1.4.17. Unanimously confirmed.

9. To confirm payment of PAYE, pension and utility bills as required, without waiting until authorisation of Ordinary meeting plus payment of direct debits. Unanimously confirmed for both Parish Council and Community Centre Charity.

10. To appoint bank signatories: Cllrs Davey, Nunn and Orton, plus Sharon Jones, including use of online banking facility unanimously confirmed. It was unanimously agreed to replace Mr Favager further to his resignation as Parish Councillor, with Cllr Watson as signatory and use of the online banking facility. Any two to sign.

11.To appoint Parish Council representatives to the following organisations:

Community Council: Cllr Davey reappointed.

Suffolk Association of Local Councils: Cllr Exley.

12. To review inventory of land and assets.

An agenda item for the ordinary meeting.

13. To review arrangements regarding insurance cover.

An agenda item for the ordinary meeting. It was noted insurance cover was held via Community Action Suffolk with Zurich.

14. To review membership of Suffolk Association of Local Councils, Community Action Suffolk , Suffolk Wildlife Trust and Fields in Trust.

Unanimously confirmed.

15. To review complaints procedure and procedures for handling requests made under the :

Freedom of Information Act 2000

Data Protection Act 1998.

Unanimously confirmed with no changes required further to review (11.1.17 page 1462 no 12).

Cllr Davey reported enhanced requirements for data protection, GDPR to become law next year. **Action: Clerk** to research requirements.

16. To review Council's policy for dealing with the press/media.

Unanimously confirmed with no changes required. It was noted only the Chairperson could deal or delegate responsibility for speaking with the press/media on behalf of Parish Council, including as sole trustee for both charities.

17. To confirm meeting dates for remainder of 2017.

Unanimously confirmed.

Meeting closed at 7.20pm