

## **Supporting Paperwork for Brede Parish Council Annual Meeting 31<sup>st</sup> May 2022**

### **Item 1**

Elected Chairman will sign declaration of office at meeting

### **Item 2**

Elected Vice Chairman will sign declaration of office at meeting

### **Item 6**

Current appointments made in 2020-21

Planning Committee	All Councillors
Brede Village Hall	Clrs Oliver and Nottage
Website and Facebook	Clr Apps
Footpaths	Clr Olson
Highways	All Councillors
Newsletter	Clr Oliver
ESALC and RALC representatives	Clrs Nottage and Wey
Recreation Ground	All Councillors
Speed Watch	Clrs Nottage and Wey
Trees, Seats, Bus Shelters and Bins	All Councillors
Staffing Committee	Clr Hampson and Allison

### **Item 7**

Standing Orders. NALC recommended changes to Section 18 item f only. These are highlighted in red

Financial Regulations. No recommended changes.

### **Item 8**

To approve insurers and insurance levels. Zurich appointed at April 2022 meeting on a three year agreement.

### **Item 9**

Current council policies and recommended review dates

	Adopted	Review Date
Child Protection and Vulnerable Persons	30.11.2021	November 2023
Code of Conduct	30.03.2021	March 2023
Complaints Procedure	23.02.2021	February 2023
Co-option Policy	30.11.2021	November 2023
Data Protection Policy	30.11.2021	November 2023
Document Retention Policy	30.03.2021	March 2023
Equal Opportunities Policy	30.03.2021	March 2023
Freedom of Information	30.03.2021	March 2023
Grant Awarding Policy	30.06.2021	June 2023
Grievance Policy	27.04.2021	April 2023

Media and Communications Policy	30.03.2021	March 2023
Publication Scheme Policy	30.06.2021	June 2023
Risk Management Policy	29.03.2022	March 2023
Sickness and Absence Policy	23.02.2021	February 2023

#### **Item 10**

Internal Auditor report, sent as a separate item

AGAR sent as a separate item, with explanation of variances

Excise of public rights set as 13<sup>th</sup> June to 22<sup>nd</sup> July as recommended by PKF littlejohn.

#### **Item 11**

Current direct debits are

ICO	GDPR
Onecom	Village Hall Broadband
NEST	Pension Scheme

Current Bank Signatories

	Cheques	Online
Mrs Tracy Dixon Clerk	Signatory, but does not sign	Create only
Cllr L Nottage	Signatory	Create and Authorise
Cllr S Hampson	Signatory	Create and Authorise
Cllr G Olson	Signatory	Create and Authorise
Cllr R Oliver	Signatory	No access
Vacant	To be added	To be added.

CIL

Current allocation of CIL from 2021 Annual Meeting

**To keep the CiL in earmarked reserves for the Community Hall**

#### **Item 11**

From the April meeting 2022 Council approved moving the regular Council meeting day to the 4<sup>th</sup> Tuesday,. (instead of last), of the month, excluding August and December

Meeting dates for 2022-23 from June will therefore be

28<sup>th</sup> June 2022

26<sup>th</sup> July 2022

August, no meeting

27<sup>th</sup> September 2022

25<sup>th</sup> October 2022

22<sup>nd</sup> November 2022

December No meeting

24<sup>th</sup> January 2023

28<sup>th</sup> February 2023

28<sup>th</sup> March 2023

25<sup>th</sup> April 2023

23<sup>rd</sup> May 2023 Annual Meeting of the Council, plus Full Council meeting