



Notice is hereby given that the Annual Statutory Meeting of Tollesbury Parish Council will be held on Tuesday 7th May 2024 in the Pavilion commencing at 8.00 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

30th April 2024

Councillors: S Plater (Chairman), M Bell, R Clare, A Ferneyhough, P Gilbert, L Goldie, S Hawes, L Inwood, C Page, J Rogers, A St Joseph

Recording of Meetings

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

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 day.
6. **Committees and Representatives**
Election of Committees and Representatives of External Bodies for the forthcoming year

7. Terms of Reference

To review the Terms of Reference for the following Committees:

- a) Environment and Amenity
- b) Recreation Ground
- c) Finance and Policy
- d) Woodrolfe Hard
- e) Woodup Pool
- f) Personnel

8. Policies and Procedures

To review the following Policies and Procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Reserves Policy
- d) Social Media and Email Policy
- e) Councillors to sign and agree that they have read and understood the Social Media and Email Policy

9. Banking Arrangement

- a) To seek confirmation of 5 signatories for the Co-operative Bank Account
- b) To seek confirmation of 3 signatories for the Unity Trust Account

10. Subscriptions

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

11. Appointment of Internal Auditor

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

12. Register of Members' Interests

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

13. General Power of Competence

To resolve to use the General Power of Competence in the forthcoming year

14. Meeting Schedule

To agree on the dates of Full Parish Council meetings up to and including the next annual meeting of the Parish Council

15. Dates of the Next Meetings

Tuesday 21st May 2024 – Full Council Meeting – 7.30 pm – Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, you should write your request to the Parish Clerk at least a week before the meeting.

Clerk: Michelle Curtis

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