

Bradwell Parish Council



Dear Councillor

28 April 2021

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held online via Zoom Conferencing Platform on Tuesday 4th May 2021, at 7.00 p.m.

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) this Parish Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

AGENDA

2105-APC1) To receive apologies for absence

2105-APC2) Election of Chairman.

2105-APC3) Election of Vice-Chairman.

2105-APC4) Councillors to sign their Acceptance of Office forms

2105-APC5) To receive declarations of Interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council's Code of Conduct.

2105-APC6) To consider a motion to suspend the meeting to allow the following an opportunity to inform the meeting:

- a) The police; b) County Cllrs; c) Borough Cllrs; d) Members of the public.

2105-APC7) Adoption of Council's updated Standing Orders, including Standing Committees terms of reference, Local Council Power of Duties, Council Code of Conduct and Document Retention Schedule. These were recommended for approval by the Finance Committee of 20th April 2021, subject to the changes circulated at Appendix 1.

2105-APC8) Adoption of Council's proposed Social Media Policy. This has been recommended for approval by the Finance Committee of 20th April 2021.

2105-APC9) Appointment of Members to the Planning & Development Committee

- a) Election of Chairman

2105-APC10) Appointment of Members to the Finance & General Purposes Committee

- a) Election of Chairman
b) Appointment of cheque signatories
c) Appointment of Online Banking 'Signatory'

2105-APC11) Appointment of Members to the Amenities & Highways Committee

- a) Election of Chairman

2105-APC12) Appointment of Members to the Public Relations & Publicity Committee

- a) Election of Chairman

2105-APC13) Appointment of Members to the Staffing Committee

- a) Election of Chairman

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2105-APC14) Appointment of Members to the Appeals Panel

2105-APC15) Appointment of Members to the Allotment Advisory Committee

(6 Allotment holders: 3 Beccles Road site - names advised J Burns, M Luxton, one vacancy; 3 Cley Road site - names advised K Kemp, P Alden, one vacancy). All four agreed to stay in their roles until the next Allotment Advisory Committee meeting in September 2021.

2105-APC16) Individual 'Register of Interests' Forms.

Given the change to the Code of Conduct policy, all Councillors are to complete these forms, which will be issued directly after this meeting.

2105-APC17) To inspect any deeds and trust instruments in the custody of the Council

2105-APC18) Appointment of Councillor(s) / representatives to Outside Bodies:

- a) Bradwell Reading Room Trust (1) (4 year appointment)
- b) Amis Memorial Fund – Parish; (Council Chairman)
- c) Mill Lane Centre Charitable Trust Management Committee (3 annually)
- d) Bradwell Community Centre Trust Committee (1 annually)
- e) Bradwell Bowling Club (1 annually)
- f) Norfolk Playing Fields Association
- g) Community Action Norfolk
- h) Norfolk Constabulary – local 'SNAP' group (no limit, annually)

2105-APC19) Minutes of the Last Meeting

To approve and sign minutes of the meeting held on 23rd March 2021.

2105-APC20) Committee Minutes For Approval. To receive and make resolution to approve and adopt the minutes from the following committees:

- a) Finance and General Purposes: 20th April 2021
- b) Staffing & Standards: 30th March 2021
- c) Allotment Advisory Committee meeting 10th September 2019

2105-APC21) Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 23rd March 2021 (circulated with this agenda at Appendix 2).

2105-APC22) Items of correspondence

- a) There was a Parish Liaison meeting on 30th April, attended by Cllr's Carrier and Hirst

2105-APC23) Asbestos removal at Beccles Road Allotments (three quotations and a summary is circulated at Appendix 3).

2105-APC24) Date of next Parish Council meeting: 15th June 2021

Yours sincerely,

C Bacon

Parish Clerk