



## Notice of Plaistow & Ifold's Annual Parish Council Meeting

To: All Members of the Parish Council

I hereby give you notice that the Annual Council Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 18th May 2022** at **19:40** at the **Winterton Hall, Plaistow**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. **Members of the Press and Public are welcome to attend in person.**

Dated: 12th May 2022

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Covid-19 security measures

**Public and Press are encouraged to join this meeting remotely via Zoom:**

To join the meeting please follow this link:

<https://us02web.zoom.us/j/84368460032?pwd=GC3qFcC-HKcfs-BeEcrFtqQ6oeWgx2.1>

**Meeting ID: 843 6846 0032**

Please email the Clerk for the password [clerk@plaistowandifold.org.uk](mailto:clerk@plaistowandifold.org.uk)

The Zoom link is also available on the Parish Council's website: <https://www.plaistowandifold-pc.gov.uk/>

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

This agenda, Clerk's Reports and appendices can be found on the Parish Council's website: <https://www.plaistowandifold-pc.gov.uk> | Alternatively, please contact the Clerk for hard copies: 01403 871 652 | Plaistow and Ifold Parish Council, Winterton Hall, Plaistow, RH14 0PX

Number	Item	Time
1.	<b>Election of Chair for 2022/23</b> Recommendation: - To nominate and elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.	3 mins

- |    |   |         |
|----|---|---------|
| 2. | <p><b>Election of Vice Chair for 2022/23</b></p> <p>Recommendation: - To nominate and elect the Vice Chair of the Council for the forthcoming and to receive the Vice Chair's Declaration of Acceptance of Office</p>   | 3 mins  |
| 3. | <p><b>Public Forum</b></p> <p>Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's <a href="#">Policy</a>. Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 18th May 2022.</u> Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. Business of the meeting will start immediately following the public forum, or at 19:50pm whichever is the earlier.</p> | 10 mins |
| 4. | <p><b>Apologies for absence &amp; housekeeping</b></p> <p>Recommendation: - To receive apologies for absence &amp; note the meeting is being recorded.</p>  | 1 min   |
| 5. | <p><b>Disclosure of Interests</b></p> <p><i>See Clerk's report</i></p> <p>Recommendation: - To receive any Declarations of Interest from Members of the Council. Any changes in interests should be reported to the Clerk as soon as possible.</p>  | 2 mins  |
| 6. | <p><b>Minutes</b></p> <p><i>Circulated separately and on the <a href="#">website</a>.</i></p> <p>Recommendation: - To approve and sign the Minutes of the Full Council Meeting held on 11th April 2022.</p>   | 1 min   |
| 7. | <p><b>To receive reports from County and District Councillors</b></p> <p>Recommendation: - To give an opportunity to receive an update from Councillors at a District and/or County level on business and activities that affect Plaistow and Ifold Parish and the local area.</p>  | 10 mins |
| 8. | <p><b>Financial Matters</b></p> <p>1. <u>Order for Payments</u></p> <p><i>See Clerk's Report</i></p> <p>Financial Reports for April – May (up to 13.05.2022). Includes income and expenditure since the April 2022 Council meeting on 11.04.2022.</p> <p>Recommendation: -</p> <p>a. To review the Order for Payments</p> <p>b. To note the grant payments made</p>   | 6 mins  |

c. Resolve to authorise the expenditure listed

2. [Internal Audit Report](#)

*See Clerk's Report*

Recommendation: - To note the Internal Audit report.

3. [Insurance arrangements for 2022/23](#)

*See Clerk's Report*

Recommendation: - To agree the insurance policy due for renewal on 1st June 2022.

4. [Rialtas Business Solutions \(RBS\) contract](#)

*See Clerk's Report*

Recommendation: - To approve a three-year fixed term contract with RBS, who provide the Council's electronic accounting package.

5. [Pond tree survey](#)

*See Clerk's Report*

Recommendation: - To note the survey results and approve the recommended works and fee quote.

9. **Decisions made by delegated power since 11th April 2022 for ratification** 2 mins

*See Clerk's report*

Recommendation: - To note and ratify the use of the Scheme of Delegation for decisions necessary to undertake electrical works at the Cricket Pavilion whilst engineer was on site.

10. **Queen's Platinum Jubilee (QPJ)** 2 mins

*See Clerk's Report*

Recommendation: -

- a. To receive and adopt the Minutes of the QPJ Working Group dated 12.04.2022, 26.04.2022, 03.05.2022 and 09.05.2022.
- b. To note the updated wording of the dedication plaque.
- c. To note the current budget position.

11. **Appointment of Committees** 10 mins

*See Clerk's report*

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees:

- Planning & Open Spaces (maximum 8 Members)
- Winter & Emergency Plan (maximum of 8 Members)
- Finance Committee (maximum of 6 Members)

To appoint Committee Chairs and resolve upon the frequency of Committee meetings.

12. **Appointment of Working Groups** 10 mins  
*See Clerk's report*  
 Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups:
- HR Working Group
  - Playpark Working Group
  - Newsletter Working Group
- To appoint Working Group Chairs and resolve upon the frequency of meetings.
13. **Appointment of Members / Co-Opt non-elected Members to roles of responsibility:** 10 mins  
*See Clerk's report*  
 Recommendation: - To appoint Members / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles:
- Tree Warden
  - Footpaths & PRoWs
  - Plaistow Village Trust
  - Durfold Wood Residence Association
  - Ifold Estates Limited
  - Winterton Hall Management Committee
  - Kelsey Hall Management Committee
  - Highways Lead
  - Community seating
  - Community Speed Watch
  - Neighbourhood Watch / Police Liaison
  - CDALC
  - CDC Northeast Parishes
  - WSCC Local Committee
14. **Administrative Subscriptions** 2 mins  
*See Clerk's report*  
 Recommendation: - To consider and resolve upon continuing the Council's subscriptions with Zoom & Secured Signing during 2022/23.
15. **Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation** 3 mins  
*See Clerk's report*  
 Recommendation: - To approve and adopt the following: -
- a. NALC updated model Standing Orders (update applies to 18: Financial Controls and Procurement)
  - b. Financial Regulations
  - c. Code of Conduct

16. **Policies** 3 mins  
*See Clerk's report*  
Recommendation: - To approve the following [policies](#):
1. Media & Communications Policy
  2. Co-Option Policy
  3. Grant Award Policy
  4. Complaints Procedure
  5. Publication Scheme
  6. Playground Inspection & Maintenance Policy
  7. Working Group Policy & Terms of Reference
  8. To agree to retire the Covid-19 Risk Assessment and suite of LCAV Scheme Policies
17. **Chairman's Announcements** 2 mins  
*See Clerk's report*  
Recommendation: - To note any Chairman's announcements
18. **Correspondence** 1 min  
Recommendation: - To consider adding any correspondence received to a future agenda.
19. **Clerk's update & items for inclusion on a future agenda** 3 mins  
*See Clerk's Report*  
Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:
1. Speed Survey in Plaistow
  2. Councillor Training
  3. Councillor Vacancies
  4. Winterton Hall Trust Legal Advice
  5. E-Newsletter
  6. Ukrainian Support
  7. .gov.uk domain & emails
  8. CiLCA
20. **Date of next meetings** 1 min  
*See Clerk's Report*  
Recommendation: - To note the dates of forthcoming meetings.