



Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Meeting of Plaistow and Ifold Parish Council will be held in the **Kelsey Hall, Ifold** on **Tuesday 21st January 2020** at 7.30pm. 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. Dated: 15th January 2020

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	To receive apologies for absence	1 min
2.	Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.	2 mins
3.	To receive for confirmation Minutes of the Meeting held on 10th December 2019	1 min
Co-option procedure to fill a casual vacancy		
4.	To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy	3 mins
5.	Resolve to adjourn the meeting to allow candidates to present themselves to Members and answer questions (the meeting will reconvene at item 6 below)	20 mins
6.	Exclusion of the Press and Public – <u>To consider whether to exclude the Press and Public from the meeting during the consideration of item 7 below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information</u>	2 mins
7.	Deliberation of candidates	15 mins

8.	Voting by way of signed ballot and declaration of successful candidate duly elected (After signing their Declaration of Acceptance of Office the newly elected Councillor may take their seat immediately)	10 mins
9.	Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public	10 mins
10.	To receive reports from County and District Councillors	10 mins
11.	Adoption of the updated Financial Regulations	2 mins
12.	Adoption of Operation Bridge Policy	2 mins
13.	Full Parish Council meeting frequency review	3 mins
14.	Highways a. Matters to be reported by Members	3 mins
15.	Financial Matters a. To approve Order for Payment b. To approve 2020/21 Precept c. Lady Hope Play Park maintenance update d. New Website/Email update e. Tree Survey update	10 mins
16.	Clerk's Update	2 mins
17.	Correspondence	2 mins
18.	Items for inclusion on a future agenda	1 min
19.	Date of next meetings 11th February 2020, Winterton Hall, Plaistow – 7:30pm	1 min