



CRESSING PARISH COUNCIL

Parish Clerk: Christine Marshall
St Barnabas, Claud Ince Avenue, Cressing, Essex, CM77 8HG
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**Members of the Council are hereby summoned to attend the Annual Parish Council Meeting to be held on
Wednesday 30th May 2018 at 7.30pm at St Barnabas, Claud Ince Avenue, Cressing
for the purpose of transacting the following business.**

Christine Marshall

Christine Marshall, Parish Clerk

23rd May 2018

**Members of the Public and Press are also cordially invited to attend the meeting commencing at
7.30pm on 30th May 2018 at St Barnabas, Claud Ince Avenue, Cressing.**

Agenda of Annual Parish Council Meeting

ITEM	PRESENTER	SUBJECT	STATUS
18/073	Chairman	Chairman's Welcome	INFORMATION
18/074	Clerk	Apologies for Absence Cllr Ian Aston	INFORMATION
18/075	Chairman	To elect the Chairman of the Parish Council for the year 2018-19	DECISION
18/076	Clerk	Chairman's Declaration of Office	ACTION
18/077	Chairman	To elect the Vice-Chairman of the Parish Council for the year 2018-19	DECISION
18/079	Clerk	Vice-Chairman's Declaration of Office	ACTION
18/080	Clerk/All	Declarations of continued Acceptance of Office i. To confirm all Members present have signed the form ii. To confirm that any Member not present will be able to sign the form outside of this meeting	ACTION
18/081	Clerk/All	Register of Interests i. To confirm all Members present have reviewed, updated or completed Declarations of Interest forms ii. To confirm that any Member not present will be able to complete the form outside of this meeting	ACTION
18/082	Clerk/All	Consent Forms i. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail ii. To confirm that any Member not present will be able to sign the form outside of this meeting	ACTION
18/083	Clerk	Bank Mandate To confirm existing bank mandate or amendments required	DECISION
18/084	Clerk	Annual Return To receive the Annual Governance and Accountability Return 2017/18 following internal audit:	INFORMATION

		i. Annual Return ii. End of Year financial statement iii. End of year Bank Reconciliation iv. Explanation of variances from budget v. VAT Refund statement Resolution: that the Chairman of the Meeting and the Responsible Financial Officer be instructed to sign: a. The Annual Governance Statement b. Accounting Statement for 2017/18	DECISION
18/084	Clerk	Council Policies To agree timetable for review of all policies previous adopted a. Lone Worker Policy May 2018 b. Code of Conduct June 2018 c. Standing Orders June 2018 d. Financial Regulations June 2018 e. Data Protection Policy June 2018 f. Media Policy July 2018 g. IT and Software Usage Policy July 2018 h. Employee Disciplinary Policy August 2018 i. Employee Grievance Policy August 2018 j. Grant Awarding Policy December 2018 k. Equality Policy February 2019 l. Complaints Procedure February 2019 m. Asset Register March 2019 n. Risk Assessment March 2019 o. Publication Scheme March 2019 p. Training and Development Policy March 2019 q. Health & Safety Policy April 2019 r. Strategic Plan April 2019 s. Investment Strategy & Policy May 2019	DECISION
18/085	Chairman	Sub-Committees To consider the need for a sub-committee structure	DECISION
18/086	Chairman	Playing Field To elect Playing Field Officer	DECISION
18/087	Chairman	Footpaths' Officer To elect Footpaths' Officer	DECISION
18/088	Chairman	Tree Warden To re-elect David Morgan	DECISION
18/089	Chairman	Emergency Planning To agree working party to develop the Emergency Plan for Crossing in line with Braintree District Council requirements	DECISION
18/090	Chairman	Representatives To consider the need to appoint representatives to external bodies/ meetings a. Rural Community Council b. Braintree Association of Local Councils c. Integrated Waste Management Site Liaison Group d. A120 Braintree Community Engagement Forum e. Highways (Local Highways Panel and Highways Agency) f. Transport	DECISION
18/091	All	Dates of meetings 2018/19 To confirm dates of meetings for the year to 31 st May 2019 2018 June 13 July 11 August 15 September 12 October 10 November 14 December 12 2019 January 9 February 13 March 13 April 10 May 14	INFORMATION

