



To all Members of **WITHYHAM PARISH COUNCIL**
You are summoned to attend the **ANNUAL STATUTORY MEETING** of **WITHYHAM PARISH COUNCIL** to be held **VIRTUALLY/REMOTELY*** on **TUESDAY 4th MAY 2021** at **7.30pm** when it is proposed to transact the following business:-

Deborah Siddle, Parish Clerk
27th April 2021

**In accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

There is a 10-minute opportunity for members of the public to address the Council. In order to do so, members of the public should email their question/comment and a telephone number to the Clerk clerk@withyhamparishcouncil.org.uk by the morning of the meeting. Members of the public wishing to observe should contact the Clerk for login details.

- 1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF VICE CHAIRMAN**
- 3. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 4. APOLOGIES**
- 5. DECLARATIONS OF INTEREST**
- 6. MINUTES**
 - 6.1. To resolve that the minutes of the Council Meeting held on Monday 19th April 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 6.2. Matters outstanding from these minutes (not listed as separate agenda items)
- 7. COMMITTEE MINUTES**

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them..

 - 7.1 Rights of Way – 7th April 2021
 - 7.2 Planning – 19th April 2021
- 8. REVIEW AND ADOPT THE STANDING ORDERS**
- 9. REVIEW AND ADOPT THE FINANCIAL REGULATIONS**
- 10. REVIEW AND ADOPT THE SCHEME OF DELEGATION**
- 11. REVIEW AND ADOPT THE TERMS OF REFERENCE FOR STANDING COMMITTEES**
 - (a) Finance and Administration
 - (b) Planning
 - (c) Staff Committee
 - (d) Rights of Way Advisory Committee
 - (e) Road Safety
 - (f) Air Traffic Committee
- 12. APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:**
 - (a) Ward Chairs
 - (b) Finance and Administration
 - (c) Planning
 - (d) Staff Committee
 - (e) Rights of Way Advisory Committee
 - (f) Road Safety
 - (g) Air Traffic Committee
- 13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
- 14. REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES**
- 15. REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF/ SUBSCRIPTIONS TO OTHER BODIES**
- 16. REVIEW THE ASSET REGISTER**

- 17. CONFIRM ARRANGEMENTS FOR INSURANCE COVER**
- 18. REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE**
- 19. REVIEW THE COUNCIL'S PROCEDURES FOR REQUESTS MADE UNDER FREEDOM OF INFORMATION AND DATA PROTECTION ACT**
- 20. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 21. REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES** (Disciplinary and Grievance Procedures)
- 22. CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD**
- 23. REVIEW EXPENDITURE UNDER THE GENERAL POWER OF COMPETENCE**
- 24. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge)
 - (b) Groombridge Ward (Withyham/Blackham)
 - (c) Marden's Hill Ward
- 25. VOLUNTEERS UPDATE**
- 26. CONSIDER RIGHTS OF WAY COMMITTEE RECOMMENDATION REGARDING ST JOHN'S FOOTPATHS/BRIDLEWAYS**
- 27. AGREE FORMAT OF MEETINGS AFTER CORONAVIRUS REGULATIONS 2020 END**
- 28. FINANCE**
 - 28.1 Note the report showing payments made to date against budgets
 - 28.2 Authorise the payment of invoices and note regular payments
 - 28.3 Agree Direct Debits
 - 28.4 Agree the appointment of the Internal Independent Auditor
 - 28.5 Agree quotes
 - 28.6 Agree that the Clerk submits an amended bank mandate with all Finance and Administration Committee members as signatories (if any committee changes made)
- 29. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS**
- 30. CLERK'S REPORT**
- 31. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 32. DATE OF NEXT MEETING** Monday 14th June 2021 at 7.30pm preceded by the Planning Committee (virtual or venue to be confirmed)