



# Rochford Parish Council

**04 May 2022**

## **Agenda**

Members are summoned to attend the next meeting of the Annual Parish Council Meeting to be held on **Wednesday 11<sup>th</sup> May 2022** commencing at **7.30pm** in The Parish Rooms.

If there are any items on the Agenda for which members will require further information, please notify Clerk in writing by 1pm on the day preceding the meeting to enable her to have it ready for the meeting.

*S.M. Faulkner*

Sally Faulkner  
Clerk to the Council

1. To elect the Chair for the year 2022-23 and Chairman to sign Declaration of Office
2. To appoint the Vice-Chair for the year 2022-23
3. To receive apologies for absence
4. To receive any Declaration of Interests
5. Policies and Procedures
  - a) To confirm the Council's Financial Regulations
  - b) To confirm the Council's Standing Orders
  - c) To adopt the Council's Document Retention and Disposal Policy
6. Standing Committees
  - a) To appoint Standing Committees for the 2022-23 year
  - b) To define the Powers of Standing Committees
  - c) To appoint Committee Members for Standing Committees
  - d) To agree meeting dates for Council and Committees
7. To agree representation to Outside Bodies
8. To arrange for the Inspection of Deeds
9. To approve the minutes of the Parish Council Meeting held **13<sup>st</sup> April 2022** as a true copy of that meeting

10. Finance
  - a) To review Bank signatories
  - b) To receive an update on the Annual Governance Statement
  - c) To review the Council's Bank accounts
  - d) To appoint a Councillor to check quarterly reconciliations
  - e) To appoint the Council's internal auditor
  - f) To resolve which payments can be made by direct debit
  - g) To resolve that salaries can be paid by BACS
  - h) To resolve that Delegated Financial Authority be given to the Clerk in line with the Financial Regulations
11. Clerk's Report
12. Questions from the public who are registered on Electoral Roll as residents of Rochford Parish  
(maximum 15 minutes, Chairman only to reply)
13. To receive reports from County/District Councillors  
(maximum 10 minutes, Chairman only to reply)
14. Councillor Training
  - a) To receive notification of Courses available to Councillors from EALC
15. Reports of Committees, Working Parties:  
To receive the unapproved Minutes of the following Meetings:
  - a) Community Projects Committee – No meeting since the last full council.
  - b) General Purposes Committee – No meeting since the last full council.
16. Reports from Representatives to Outside Bodies:
  - a) Rochford Hundred Association of Local Councils – No meeting
  - b) Rochford & District Chamber of Trade –
  - c) Transport Forum –
  - d) Police Community Meeting –
  - e) Wallasea Island Project Liaison Group –
  - f) Rochford Town Team – attached
  - g) Old People's Welfare Committee –
17. Planning Matters
  - a) To receive and discuss Planning Applications submitted  
Please note this was not available at the time of issue and will be forward as soon as possible.