Meeting of Chilton Parish Council to be held at 7.30pm on Monday 5th January 2015
at Great Waldingfield Village Hall.

AGENDA

1. **Apologies** for absence
2. **Declaration of Interest**
3. Receive **Councillors’ request for dispensation**
4. Consider the adoption of **CPC Standing Orders** dated 5th January 2015.
5. Agree **Minutes** of Chilton Parish Council meeting held on 19th November 2014
6. **Public participation session**: 15 minutes for the public, county and district councillors and community support police officer present to make representations and answer questions on matters of interest.
7. Agree actions required on the **Clerk’s Report** and Chairman’s Report.
8. **Questions to the Chair**.
9. Agree actions required on **Routine Correspondence** received and emails circulated by the Clerk to councillors since the last scheduled meeting.
10. **Planning**
    a. Consider any **planning application** received since the agenda was posted
    b. **Status of planning applications**, enforcement referrals and plans previously reviewed by Parish Council.
11. **Finance**
    a. From the **RFO Report** authorise payments made since last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
    b. Review agreed Expenditure Budget and **set the CPC Precept** for 2015 / 2016
    c. Consider renewal of **footpath cutting contract** with D Gotts for 2015
    d. Update on changes to **authorised signatories** for CPC’s banking arrangements
12. Update on **Chilton Woods Shaping** and consider any further actions by CPC
13. Update on the **Health Centre** development
14. Review **Burial Authority** matters
15. Consider adoption of the following **Protocols, Policies and Procedures**:
    a. Complaints Procedure
    b. Disciplinary Procedure
    c. Disciplinary Rules
    d. Grievance Procedure
    e. Protocol for Reporting of Meetings
    f. Training & Development Policy.
16. Review any issues raised on **Footpaths and other amenities**
17. Update on outstanding issues with **Suffolk County Council**
18. Review the **Risk Management Register as at January 2015** for CPC
19. Review the **effectiveness of CPC’s Internal Audit and Internal Control processes**
20. In accordance to CPC’s Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the **confidential nature of the Clerk's appraisal and Contract of Employment**
21. Consider **Clerk's appraisal**, as undertaken by the Chairman, and agree CPC’s assessment. Also note the salary increase that the Clerk is entitled to, from the 1st January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC.
22. Date of next scheduled meeting is **2nd March 2015** at Great Waldingfield Village Hall starting at 7.30pm.