

Meeting of Chilton Parish Council to be held at 7.30pm on Monday 5<sup>th</sup> 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 5<sup>th</sup> January 2015.
5. Agree **Minutes** of Chilton Parish Council meeting held on 19<sup>th</sup> 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 1<sup>st</sup> 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 **2<sup>nd</sup> March 2015** at Great Waldingfield Village Hall starting at 7.30pm.