



## CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

Phone/Fax: 07887 459989

E-mail: [claywhit@btinternet.com](mailto:claywhit@btinternet.com)

Website: [www.claydonandbarham.onesuffolk.net](http://www.claydonandbarham.onesuffolk.net)

The Parish Councillors of CLAYDON AND WHITTON PARISH COUNCIL are summoned by the chair to attend the EXTRAORDINARY COUNCIL MEETING of the Parish Council on Monday 29<sup>th</sup> November 2021 commencing at 7.30pm at Claydon and Barham Village Hall

Members of the public are welcome to attend.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends this meeting and objects to being filmed should advise the Clerk who will request that they are not included within the filming.

### AGENDA of EXTRAORDINARY PARISH COUNCIL MEETING

11-21-01.	OPENING	CHAIR
11-21-02.	PUBLIC FORUM – Maximum of 15 minutes • Questions / Comments from the public	CHAIR
11-21-03.	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
11-21-04.	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS • To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 • To receive requests for dispensations	ALL
11-21-05.	STANDING ORDERS • To review and approve the proposed Standing Orders (previously circulated)	CHAIR / ALL
11-21-06.	BOUNDARY BETWEEN WHITTON RURAL AND IPSWICH • To discuss the Parish Council response to the potential eroding of the boundary between Whitton Rural and Ipswich	SW / ALL
11-21-07.	POLICIES • To consider and resolve on ensuring the Parish Council has up-to-date and relevant policies in place (Paper One)	CLERK / ALL
11-21-08.	ITEMS FOR NEXT MEETING	CHAIR / ALL
11-21-09.	DATE OF NEXT MEETINGS • Parish Council: • Planning Committee: • Finance Committee:	CHAIR / ALL

Chris Studd, Parish Chairperson, 22 November 2021

## Claydon and Whitton Parish Council Policies / Documents

Policy / Document	Date last reviewed if in place	CWPC Link	Template
Standing Orders	May 2015	<a href="#">Standing-Orders-Revised-18-May-2015.pdf (onesuffolk.net)</a>	<a href="https://www.nalc.gov.uk/members-area/templates#model-standing-orders">https://www.nalc.gov.uk/members-area/templates#model-standing-orders</a>
Financial Standing Orders	March 2021	<a href="#">Financial-Standing-Orders-July-2020.pdf (onesuffolk.net)</a>	<a href="https://www.nalc.gov.uk/members-area/templates#model-financial-regulations">https://www.nalc.gov.uk/members-area/templates#model-financial-regulations</a>
Code of Conduct	July 2012	-	<a href="#">SALC SHARING DRIVE - LTN 80 - Members conduct and the registration and disclosure of interests England - amended March 2017 copy.pdf - All Documents (sharepoint.com)</a>
Asset Register	-	-	No template, but some examples <a href="#">BARHAM ASSET REGISTER (barham-suffolk.org.uk)</a>  <a href="#">BPC-Asset-register-revised-10.02.20.xlsx (live.com)</a>  <a href="#">Asset and Responsibility Register – September 2021 (suffolk.cloud)</a>
Complaints Policy	-	-	Guidance: <a href="#">SALC SHARING DRIVE - LTN 09E - Handling Complaints (England) - revised December 2018 copy.pdf - All Documents (sharepoint.com)</a>  Examples: <a href="#">Complaints-policy.pdf (barham-suffolk.org.uk)</a>  <a href="#">BPC-Complaints-policy-FINAL-V1-01.03.17.docx.doc (live.com)</a>  <a href="#">BARKING PARISH COUNCIL'S PROCEDURE (onesuffolk.net)</a>
Data Protection	-	-	Guidance: <a href="#">SALC SHARING DRIVE - LTN 38- Data protection - revised December 2018 copy.pdf - All Documents (sharepoint.com)</a>  Examples: <a href="#">Data-Protection-Privacy-Policy.docx.pdf (barham-suffolk.org.uk)</a>

			<a href="#">BPC-Data-Protection-Policy-FINAL-V1-01.03.17.docx (live.com)</a>  <a href="#">THURSTON PARISH COUNCIL</a>  <a href="#">Privacy-notice-for-website-1.7.2020.pdf (onesuffolk.net)</a>
Equality	-	-	Examples: <a href="#">BARKING-PARISH-COUNCIL-Equal-Opportunities-Policy-July-2013.pdf (onesuffolk.net)</a>  <a href="#">THURSTON PARISH COUNCIL</a>  <a href="#">BPC-Equality-Policy-v1-07.12.16.doc (live.com)</a>  <a href="#">Equal-Opportunities-April-2021.pdf (barham-suffolk.org.uk)</a>
Internal Control Statement	-	-	Examples: <a href="#">Barham-internal-Control-Statement-and-Report-March-2021.pdf (barham-suffolk.org.uk)</a>  <a href="#">Internal Control Statement (onesuffolk.net)</a>  <a href="#">Thurston-Internal-Control-Policy-2020-2021.pdf (thurstonparishcouncil.uk)</a>
Risk Register	--	-	Guidance: paper template from SALC training, reflected in these examples: <a href="#">THURSTON PARISH COUNCIL</a>  <a href="#">Risk Register (onesuffolk.net)</a>