 **CLAYDON & WHITTON PARISH COUNCIL**
 Acting Parish Clerk: Bethany Cutler

 Phone: 07887 459989

 E-mail: claydonandwhitton@gmail.com

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

Claydon and Whitton Parish Council meeting on Monday 12th of May 2025 commencing at 7:30pm at Claydon and Barham Village Hall, Norwich Road,

Claydon, IP6 0DF

AGENDA of AGM MEETING

|  |  |  |
| --- | --- | --- |
| AGM-12-05-25 | OPENING  |  |
| 01 | ELECTION OF CHAIRMAN* Election of Chairman for the ensuing year and to receive the Declaration of Acceptance of Office
 | ALL |
| 02 | TO RECIEVE THE ANNUAL REPORT FROM THE PREVIOUS CHAIRMAN | CHAIR |
| 03 | APOLOGIES FOR ABSENCE* To receive and agree any apologies
 | ALL |
| 04 | APPOINTMENT OF VICE-CHAIRMAN* Appointment of vice-chairman for the ensuing year and to receive the Declaration of Acceptance
 | ALL |
| 05 | 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 |
| 06 | MINUTES * Minutes of the 14th of April Parish Meeting
 | ALL |
| 07 | PUBLIC FORUM |  |
| 08 | APPOINTMENT OF COMMITEES* Employment Committee
* Cheque signatories
 | ALL |
| 09 | APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES* Village Hall Management Committee
* Recreation Ground
* Community Centre Management Committee
* Police and Parish forum
* Port-One
* Henley Gate
 | ALL |
| 10 | * Standing orders– New for 2025
* Asset register – Updated
 | CLERK/ALL |
| 11 | APPROVAL OF POLICIES AND PROCEDURES* Dignity at work policy - New
* Complaints procedure - New
* Data protection and information policy - Review
* Code of Conduct
 | CLERK/ALL |
| 12 | FINANCE* Financial standing orders
* Insurance review
* Approve Schedule of Payments for forthcoming year
* Accounts
 | ALL/RFO |
| 13 | OPENING OF PARISH MEETING |  |
| 14 | CLAYDON PRE-SCHOOL | CLLR CUTLER |
| 15 |  PLANNING MATTERS  | CLERK/ALL |
| 16 | CORRESPONDENCE* Quoits field - Pothole
* Bus shelter – Ipswich Road
* NSK quote for removal of bus shelter
* Recreation ground grant request
 | CLERK/ALL |
| 17 | LORRY AND SPEED MANAGEMENT  |  |
| 18 | RECREATION GROUND PROJECTS* Gate to playground
* Earth cycle track – update
* Grant - CCTV
 | CLLR AVIS |
| 19 | PROJECTS * Update of allotment land
* SID’s Device
* Bus shelter – Old Ipswich road
* Website
 | ALL |
| 20 | STREET CLEANING  | ALL |
| 21 | ITEMS FOR NEXT MEETING | ALL |

MEETING DATES

**9th of June at 7:30 – Parish Council Meeting**