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

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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

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| 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**