**Foulness Island Parish Council**

 [www.foulnessislandpc.org.uk](http://www.foulnessislandpc.org.uk)

Chairman: Clerk/RFO:

Mrs E. Pitts, Mr B Summerfield CiLCA,

18, Little Wakering Road, Sutton Hall Cottage,

Great Wakering. Sutton Road,

Essex. Rochford, Essex.

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helloelaine@btinternet.com bsummvint@hotmail.com **AGENDA**

 **YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF**

 **THE FOULNESS ISLAND PARISH COUNCIL**

 **at the Staff Premises, Lodge Farm, Foulness Island, Southend-on-Sea, Essex. SS3 9XN.**

 **on WEDNESDAY 17th MAY 2023 at 7.00 pm.**

**1. Election of Chairman for 2023-2024.**

i To receive nominations for the post of Chairman.

ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. Elected Councillors:**

i To receive Notification from the RDC’s Elections Office of the persons duly elected unopposed Parish

 Councillors for Foulness Island: Mr G Bickford, Mrs F Giles, Mr A Holyland and Mrs E Pitts.

ii To sign their Statutory Declaration of Acceptance of Office.

iii To receive their Declarations of Interests Forms (28 days).

**3. To Record the Members and Public Present:**

Present:

**4. Apologies and reasons for absence:**

iTo be received by the Clerk only in person via: email, letter and telephone.

ii To record the council decision on absence:

**5. Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

**6. The Clerk’s Role:**

To resolve the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible

 for Dispensations

**7. Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

 The Clerk to receive Councillors requests for dispensations re: Financial matters as local council tax payers inc:

 the Precept and as members of the Parish Council.

**8. Public Forum: ( 5 min per person only )**

 Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

**9. Insurance:**

To discuss:

**10. Model Code of Conduct:**

To discuss:

**11. Standing Orders:**

To discuss:

**12. Financial regulations:**

 To discuss:

**13. Assets List:**

 To discuss:

**14. The Council Risk Assessment:**

 To discuss:

**15. Dates and Times of Meetings:**

To agree frequency and timing of meetings 2023-2024.

**16. The Minutes of the Parish Council Meeting of 1st March 2023.**

 To receive and agree:

**17. Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 84 22-23) The Churchyards’ green overgrowth of graves:

 The Clerk’s report:

**18. Internal Audit Report /AGAR Form 2 - 2022-2023:** To receive and agree the Internal Audit 22-23 report and to complete the AGAR Form 2 - 2022-23.

**19. Finance:**

i To receive the FIPC Financial Statements (circulated on 17th May 2023).

ii To receive the Co-op Bank Financial Statements (circulated on 17th May 2023).

iii The FIPC balances to be checked as correct against Co-op Bank Statements by Cllrs: …………… and ………………..

iv To record the reconciled Bank Balance (FI Community Account) of the 31st March 2023 @ £209.19.

v To record the reconciled Bank Balance (FI Business Account) of the 31st March 2023 @ £1,783-48.

vi To receive and **ratify the transfer of Credits and Payments** from 02/02/2023 to 17/05/2023 inc:

 **1) CREDITS**:

 04/04/23 BACS: RDC 1st PRECEPT 2023-24 £ 1,600-00.

 **2) DEBITS**:

 20/02/23 DIO Bus Stop rent Churchend £ 10-00.

 01/03/23 B Summerfield Salary (March) £ 168-77.

 01/03/23 B Summerfield Salary (April) £ 168-77.

 01/03/23 B Summerfield Salary (May) £ 168-77.

 **3)** i To receive an Invoice May 2023 from Gallagher Annual Insurance 1st June 2023 @ £498-99.

 ii To co-sign the above records of income and payments as received and agreed:

vii To receive the Annual P60 form for the tax year to 5th April 2023

viii To resolve all ratified Credits and Payments, auditing/financial statements, donations, receipts and Bank

 transfers.

 Proposed by Councillors: ………………….. seconded by …………………….. and agreed by all.

**20. Planning:**

i Application no 23/……………../FUL

**21. Correspondence:**

i To receive correspondence with BTMK Solicitors re: an Ashes internment in the FI PC Burial Ground.

ii To record the QQ ‘Foulness Residents’ Updates: March/April 2023.

iii To record the Foulness Island newsletters of May 2023.

iv Printed Publications and General Information received by the Clerk are available on demand.

**22. Streetlights:**

i Councillors reports:

**23. Highways:**

i Councillors reports:

ii Councillor Mr A Holyland’s defibrillator reports:

**24. Play space reports:**

Councillor Mr G Bickford’s Play space inspection report 22-23 and current 23-24:

**25. Website:** (The website is to be brought up to date with the inclusion of this meetings’ information).

 The Clerk’s report:

**26. Next Agenda Items from Councillors:** *for the next Agenda and exchange of information only.*

 Items:

**27. The next Foulness Island Parish Council Meeting:**

 To agree: **WEDNESDAY** 5th/12th  **JULY 2023**.

**13th May 2023. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**