**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.

SS3 0JE. SS4 1LG.

07941500003. 01702 549308.

[helloelaine@btinternet.com](mailto:helloelaine@btinternet.com) bsummvint@hotmail.com **AGENDA**

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

**THE FOULNESS ISLAND PARISH COUNCIL**

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

**on WEDNESDAY 18th MAY 2022 at 7.00 pm.**

**1. Election of Chairman for 2022-2023.**

i To receive nominations for the post of Chairman.

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

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

Present:

**3. 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:

**4. Declarations of Interests**

To receive Councillors Declaration of Interests:

**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.

**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. To receive the Minutes of the Meeting of the 2nd February 2022:**

To agree:

**16. To record the Minute 83 21/22 of the Inquorate Meeting of the 6th April 2022:**

To receive:

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

To discuss: Clerk’s request for a FIPC councillor co-option from a local council.

**18. Finance:**

i To receive the FIPC Financial Statements (circulated on 18th May 2022).

ii To receive the Co-op Bank Financial Statements (circulated on 18th May 2022).

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

iv To record the Employers copy of the Clerk’s P60 for the financial year ending 31st March 22.

v **The Audit 2021-2022**:

i to receive the Audit Commissions (Pannell Kerr Foster Littlejohn), directions and documents.

ii To receive the Auditing Solutions (Internal Audit) 2021-22 documents.

vi To record the receipt of payments from Twilight Memorials for G12/G13 @ £360-00 and G11 @ £180-00.

vii To record the receipt of the first payment of the Precept demand (22-23) from Rochford D.C. @ £1,550-00.

viii To agree the Clerk’s NALC **National Salary Awards 2021-22** (SCP 27 from April 21 @ new rate £16-58 hour).

ix To agree the Clerk’s invoice for Office and Fuel use 2021-22 as below:

x To ratify the Clerk/RFO transfer payments of:

i 07/04/22 B Summerfield April 2022 Salary payment £ 159-17.

ii 07/04/22 B Summerfield Clerk’s ‘Office use’ for 2021-22 £ 50-14.

iii 07/04/22 B Summerfield Clerk’s Petrol use i for 2021-22 £ 103-96.

iv 01/03/22 Clerk Mr J Watson 1st April 21 to 1st August 2022 £ 13-92.

v 01/03/22 B Summerfield EALC back payment 1st Sept 21/1st April 22 £ 24-36.

vi 01/03/22 B Summerfield March Salary (Nett) £ 156-48.

vii 01/03/22 HMRC 4th quarter PAYE-RTI £ 81-68.

viii 01/03/22 DI0 1149795 Bus stop, Churchend £ 10-00.

xi To receive and agree the February ICO invoice for Data Protection 22-23 @ £40-00.

xii To receive and agree the April EALC invoice Annual Subscription 22-23 @ £69-03.

xiii To resolve: all invoiced payments, auditing statements, financial statements, receipts, Bank transfers, etc.

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

**19. Planning:**

22/00255/FUL Churchfield Cottages, Foulness Island, Essex.

(Proposed 15 no. Car Parking Spaces to Serve Residential Properties and Installation of 3 no.

Electric Vehicle Charging Points)

**20. Correspondence:**

i To record the RDC Publication of the Council Tax Levy Schedule, 2022-23.

ii To record the publication of the QQ ‘Foulness Residents’ Updates: February/March/April 2022.

iii The Clerk’s report re: a February communication from Twilight Memorials re: erection of G12 and G13 Memorials.

iv The Clerk’s report re: a March communication from Twilight Memorials re: erection of G11 Memorial.

v To record the publication of the Foulness Island newsletter of March/Apri/May 2022.

**21. Streetlights:**

i The Clerk’s report re: Island Streetlights that are non-functioning.

ii Councillors reports:

**22. Highways:**

i The Clerk’s report:

i Ref 2755483 vegetation problem on the Crouch Corner byway,

ii Copies of the Definitive Map for Foulness Island.

ii Councillors reports:

**23. Website:**

The website is to be brought up to date with the inclusion of this meetings’ information.

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

Items:

**25. The next Foulness Island Parish Council (Audit 2021-22) Meeting:**

To agree: **TBA June 2022 an Audit Meeting.**

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

To agree: **6th/13th ? July 2022**

13th May 2022. B. Summerfield, (Foulness Island Parish Council Clerk/RFO).