



# MELTON PARISH COUNCIL

**MPC(22)A04**

To Members of Melton Parish Council:

Dear Councillor,

You are summoned to attend the Statutory Annual Meeting of Melton Parish Council to be held on **Wednesday 11<sup>th</sup> May 2022, commencing at 7pm, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

*Pip Alder*

Clerk and Executive Officer to the Council  
5<sup>th</sup> May 2022

The Committee shall consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference.

## ***Agenda - Part 1/1 – Open to the Public***

<b>Item No</b>	<b>Item to be discussed</b>
<b>22.41</b>	<b>Election of the Chair of the Council</b> Election of the Chair and completion of the statutory declaration of acceptance of office.
<b>22.42</b>	<b>Election of Vice Chair(s) of the Council</b>
<b>22.43</b>	<b>To receive apologies for absence</b>
<b>22.44</b>	<b>Declarations of Interest</b>
<b>22.44.01</b>	To receive Amendments to the Register
<b>22.44.02</b>	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda
<b>22.44.03</b>	To receive Declarations of Non-Pecuniary Interest in Respect of Items on the Agenda
<b>22.44.04</b>	To consider Full / Partial Dispensations for Pecuniary Interests Declared
<b>22.45</b>	<b>Public Participation Session</b>
<b>22.45.01</b>	To receive a Report from the District Councillor
<b>22.45.02</b>	To receive a report from the County Councillor
<b>22.45.03</b>	To consider village matters raised by Members of the Public or Councillors The opportunity for members of the public to put questions to their Councillors and the opportunity for members of the public or Councillors to raise matters of concern / interest in the village, including any matters relating to policing in the parish.
<b>22.46</b>	<b>To consider co-option to the Council in respect of the vacancy</b> Prospective Councillor to introduce themselves and answer any questions from Members

<b>22.47</b>	<b>To approve the Minutes of Full Council</b>
22.47.01	<a href="#">MPC(22)M03</a> and MPC(22)M03 Conf - Minutes of Full Council from 30 <sup>th</sup> March 2022
<b>22.48</b>	<b>To receive and consider Minutes of Committees</b>
22.48.01	Finance Employment and Risk Management (FERM) Committee 13 <sup>th</sup> April 2022 <a href="#">Minutes FRM(22)M02 (Draft)</a>
22.48.02	Planning and Transport Committee 20 <sup>th</sup> April 2022 <a href="#">Minutes PLA(22)M03 (Draft)</a>
<b>22.49</b>	<b>To consider Financial and Internal Control Matters</b>
22.49.01	<b>To receive and consider a summary financial management report for the year ending 31 March 2022</b> Papers MPC(22)49.01 and MPC(22)49.01a-b
22.49.02	<b>To consider the updated budget report for 2022/23</b> Papers MPC(22).49.02 and MPC(22)49.02a
22.49.03	<b>To approve requests from Planning and Transport Committee arising from recent meetings</b> Paper MPC(22)49.03
22.49.04	<b>Arrangements for approval of accounts/Statutory Annual Return 2022</b> Clerk to report
22.49.05	<b>To review the arrangements for insurance cover</b> Clerk to report. The responsibility for the arrangement of insurance cover is delegated to FERM)
22.49.06	<b>To confirm the Council's Standing Orders</b> <a href="https://melton-suffolk-pc.gov.uk/documents/standing-orders/">https://melton-suffolk-pc.gov.uk/documents/standing-orders/</a>
22.49.07	<b>To confirm the Council's Financial Regs</b> <a href="https://melton-suffolk-pc.gov.uk/documents/financial-regulations/">https://melton-suffolk-pc.gov.uk/documents/financial-regulations/</a>
22.49.08	<b>To agree the following items from the Financial Regs</b> 6.6 approval of the use of a variable direct debit 6.7 approval of the use of a banker's standing order 6.8 approval of the use of BACS or CHAPS
22.49.09	<b>To review signatories to Melton Parish Council Bank and Building Society Accounts</b> Clerk to report
22.49.10	<b>To review the Council's subscriptions to other bodies</b> Clerk to report
22.49.11	<b>To consider risk issues</b> <a href="https://melton-suffolk-pc.gov.uk/documents-base/risk-register/">https://melton-suffolk-pc.gov.uk/documents-base/risk-register/</a>
<b>22.50</b>	<b>To consider Governance Matters</b>
22.50.01	<b>To consider and affirm the Council's adherence to the new National Code of Conduct</b> Papers MPC(22)50.01 and MPC(22)50.01a
22.50.02	<b>To approve the Annual Governance Statement</b> Paper MPC(22)50.02
22.50.03	<b>To review the Terms of Reference for Committees and Working Groups</b> Paper MPC(22)50.03
22.50.04	<b>To receive nominations to Committees, Panels and Working Groups</b> Paper MPC(22)50.04
22.50.05	<b>To review and appoint representatives on or to work with External Bodies</b> Burness Parish Rooms Management Committee Melton Trust

East Suffolk Rail Partnership  
Melton Primary School Governing Body  
Melton Messenger Editorial Committee  
ASB Co-ordination meetings  
Suffolk Association of Local Councils

**22.50.06 To agree to receive the summons to meetings electronically**

**22.50.07 To note and review the Council's Schedule of Policies**

Paper MPC(22)50.07

---

**22.51 Parish Council Noticeboards**

To confirm the list of Councillors/Volunteers for posting notices on the 8 noticeboards

---

**22.52 To receive an update on the Pavilion Project**

<https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/> paper MPC(22)52.

---

**22.53 To receive an update on the Sizewell C Planning Application**

Cllr Banks to report

---

**22.54 To receive an update on the Neighbourhood Plan Refresh**

Cllr Brown/Clerk to report

---

**22.55 To receive an update on the Jubilee Weekend Events**

Cllr Biggle to report on the Fete, Cllr Porter to report on the Beacon lighting event

---

**22.56 To receive and consider reports from Representatives to Outside Bodies**

**22.56.01 Burness Parish Room Management Committee**

Cllr Gradwell to report

**22.56.02 Melton Trust**

Cllr Martin to report

**22.56.03 Melton Primary School**

Clerk to report

**22.56.04 Melton Messenger**

Cllrs Porter and Brown to report

**22.56.05 ASB Co-ordination meetings**

Cllr Gradwell to report

**22.56.06 Sizewell C update**

Cllr Banks to report

**22.56.07 Suffolk Association of Local Councils (SALC)**

Cllr Porter to report

**22.56.08 Suffolk Disability Forum**

Cllr Darby to report

---

**22.57 To consider Items for the Melton Messenger**

---

**22.58 Chair's urgent business**

---

**22.59 Date of next meeting**

The next meeting of Full Council will take place on Wednesday 15<sup>th</sup> June 2022, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT.

**Please note that meetings may be filmed, photographed, recorded or reported about.**