



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

Tel: 07354 723482 **Email:** clerk@terlingandfairsteadpc.co.uk **Web:** www.terlingandfairstead.org.uk

To: Members of Terling and Fairstead Parish Council

You are hereby summonsed to attend the Annual Parish Council Meeting of Terling & Fairstead Parish Council which will be held **at 8.00 pm on Tuesday 21 May 2024 at Terling Village Hall, The Dismals, Terling.** Members of the press and the public are cordially invited to attend.

Tamasin Curtis

Clerk to Terling and Fairstead Parish Council

16 May 2024

AGENDA

31.08 ***Election of Chairman***
Appoint a Chairman and to receive the signed Declaration of Acceptance of Office

31.09 ***Election of Vice Chairman***

31.10 ***Apologies for Absence***

31.11 ***Declaration of Interests***
To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests and a reminder to review Register of Interests

31.12 ***Meeting Open to the Public***

31.13 ***Minutes of Last Meeting***
Approve as a correct record the minutes of the Parish Council meeting held on 12 March 2024.

31.14 ***To review the membership of Advisory Groups***
Finance
Planning
Personnel

31.15 ***To appoint representatives for the following***
Environmental and Footpaths
Health & Welfare
Estate Liaison
Terling School
Terling Village Hall

31.16 ***District and County Councillors' Reports***

31.17 ***Chairman's Report***



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31.18

Finance

The following cheques/direct debits/BACS to be approved for payment and signed:

5 Apr	BACS	T Curtis	Salary	£1,134.69
5 Apr	BACS	T Curtis	Expenses	£45.82
5 Apr	BACS	James Todd	PAYE/TAX	£34.32
5 Apr	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
5 Apr	BACS	EALC	Affiliation fees	£249.95
5 Apr	BACS	A Jiggins	Handyman Services	£225.83
5 Apr	BACS	HMRC	PAYE/Tax	£92.39
5 Apr	BACS	Essex Pension Fund	Clerk Pension	£364.92
5 Apr	BACS	N Power	Electricity	£175.96
5 Apr	BACS	Terling Village Hall	Hall Hire	£30.80
9 May	BACS	T Curtis	Salary	£929.08
9 May	BACS	Alan Jiggins	Handyman Services	£224.07
9 May	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
9 May	BACS	James Todd	Payroll Services	£37.50
9 May	BACS	HMRC	PAYE/Tax	£6.27
9 May	BACS	Essex Pension Fund	Clerk's Pension	£283.31
9 May	BACS	Premier Print	Car Park Sign	£17.22
9 May	BACS	Terling Village Hall	Room hire	£17.60
9 May	BACS	TsoHost	Email domain	£9.54

To approve donation of £500 to Essex Suffolk Norfolk Pylons Action Group see Appendix 1

To approve the appointment of Heelis & Lodge as Internal Auditors 2024-2025

Review bank signatories

Review of Finance Committee Terms of Reference (Appendix 2)

Review of Financial Regulations (Appendix 3)

Review of Standing Orders (Appendix 4)

31.19

Environmental & Footpaths

River Ter



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31.20 ***Estate Liaison***

31.21 ***Health & Welfare***

Defibrillators

Playground

Village Hall Bins

Men in Sheds

31.22 ***IT & Publicity***

31.23 ***Planning and Highways***

Planning

Road Repairs

Directional Signs

A12 to A120 Widening

20s Plenty Initiative

31.24 ***Longfield Solar Farm***

Section 106 Agreement/Community Fund

31.25 ***National Grid Norwich to Tilbury***

31.26 ***Area Opposite the Village Hall used for Parking***

Signage

31.27 ***Parish Handyman***

31.28 ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***

31.29 ***Clerk's Report***

31.30 ***Review of Policies as follows:-***

Code of Conduct (Appendix 5)

Recording of Meetings Policy (Appendix 6)

Complaints Procedure (Appendix 7)

Clerk's Designated Powers (Appendix 8)

Equality and Diversity Policy (Appendix 9)

Planning Committee Terms of Reference (Appendix 10)

31.31 ***Dates of next meeting, including committees***

Date of next meeting

Tuesday 25 June at Terling Village Hall, The Dismals, Terling