



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