



MISTLEY PARISH COUNCIL

The Mistley Parish Councillors are hereby summoned to the Annual Meeting of the Parish Council to be held at the Village Hall, Shrubland Road on Monday 22 May 2017 commencing at 19.00

A G E N D A

1. **Election of Chairman**
2. **Apologies for absence**
3. **Election of Vice Chairman**
4. **To review and confirm the appointments to Committees and outside organisations:**
 - (a) Finance Committee
 - (b) Planning Committee
 - (c) Tendring Association of Local Councils
 - (d) Essex Association of Local Councils
 - (e) Transport and Community Rail Partnership
 - (f) Trustees of Rigby and Berry Charity
 - (g) Footpath Representative
 - (h) Tree Warden
 - (i) Village Hall Management Committee
 - (j) Welcome Home Field Trustees
 - (k) Manningtree and Mistley Cemetery Committee
 - (l) Tendring Older People's Forum
5. **Minutes of the meetings held on 30 March and 24 April 2017 to be approved and signed**
6. **Declarations of Interest**
7. **Public Voice** – to allow members of the public, D. Cllrs. to speak
8. **Matters arising from previous minutes**
 - (a) Item 06.17 (b) – Play Equipment Working Party – (i) update and (ii) consider a supplier for the goal mouth equipment.
 - (b) Item 17.17 – Manningtree and Mistley Welcome Home and Memorial Fund – consider advice from the Rural Community Council of Essex.
 - (c) Item 86.16 – Memorial Island – (i) consider temporary removal and relocation of seating around the Village Sign to allow the new tree to become established.
9. **Councillors to report on meetings attended**
10. **Clerk's Report**

11. Planning

- (a) To comment on any other planning applications received after the agenda prepared.

12. Finance

- (a) To note the following Direct Debits have been paid since the last meeting:
A and J Lighting £2765.51 Biennial inspection and service of all street lights.
- (b) To approve the following payments:
Tendring District Council £63.71 (emptying dog litter bin)
E.A.L.C. £25.00 (seminar fee)
Wesource £400.00 (Church yard maintenance)
Chairman £450.00 (Chairman's annual allowance)
A Lee £115.13 (stationery and postage expenses)
Any other invoices received after the agenda was prepared
- (c) To note that the Council has received notification from HM Revenue and Customs that it will no longer accept cheques for payment of PAYE tax and National Insurance contributions from employees. In future payments must either be by Bank Transfer, or by debit or credit cards. The Responsible Finance Officer proposes to use his own debit card to make these monthly payments and to be reimbursed at each Council meeting. The Internal Auditor to check that the payments are correct.
- (d) To consider making a grant to the Mistley Kids Club for repairs to equipment that is critical to the care of children with special needs.

13. Correspondence – Clerk to report on correspondence not dealt with by agenda items:

- (a) To note or to comment on any other correspondence received after the agenda prepared.

14. Dates of next meetings in the Village Hall

Planning Committee Thursday 1 June 2017 at 19.00
Planning Committee Thursday 22 June 2017 at 19.00
Full Council Monday 3 July 2017 at 19.00
Planning Committee Thursday 20 July 2017 at 19.00

Signed..... A. Lee Clerk to the Council

Date..... 16 May 2017