

The next meeting of Stansfield Parish Council will take place on Monday 17<sup>th</sup> January 2022 at 7.00pm in Stansfield Village Hall.

Members of the public are welcome. There will be a public session during the meeting to give members of the public an opportunity to speak to councillors informally about items on the agenda. Members of the public may observe the rest of the meeting but may not address the Council.

For the safety and protection of members of the public and councillors, social distancing measures are in place, and we ask you to adhere to the following guidelines:

- Please sit two meters apart from anyone outside your household
- Please wear a face covering

#### AGENDA

1. To accept apologies and reason for absence
2. Declaration of interest by councillors in items on the agenda and dispensation requests
3. To approve the minutes of the meeting held on Monday 15<sup>th</sup> November 2021.
4. Public session (15 minutes) - members of the public are invited to speak briefly about any items on the agenda.
5. County Councillor's Report
6. District Councillor's report
7. Police issues
8. To receive an update on the list of actions agreed at the last meeting
9. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings
  - c) Approval of the record of receipts and payments made since the last meeting.
  - d) Bank balances and confirmation of bank reconciliation as of 30<sup>th</sup> November 2021
  - e) Signatory to complete the checklist of Internal Controls
  - f) Approval of regular payments for 2022/23
  - g) To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022
  - h) To appoint a councillor (a non signatory) to carry out internal control checks and complete the Internal Control Report
  - i) To review the effectiveness of the internal audit
  - j) Update on the progress of the bank mandate
10. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Update on any outstanding Highways/Rights of Way issues
  - b) Update on Quiet Lanes project
  - c) Update on Street lights
  - d) Suffolk County Council Lorry Routes Review
  - e) Orchids on the road from Assington Green to Poslingford
11. To approve the following GDPR information
  - a) Assessment of personal data held by Stansfield Parish Council
  - b) Document Retention and Disposal Policy
  - c) Personal Data Breach Policy.
12. Review and approve the following updated documents:
  - a) Standing Orders
  - b) Dealing with correspondence
  - c) Safeguarding policy and appoint Designated Safeguarding officer
13. To confirm the dates of meetings in 2022/23
14. Discuss Jubilee Celebrations 2022
15. To discuss the following correspondence:
  - a) Letter from West Suffolk Council about future parish forums

- b) Email from a resident regarding a dog attack
  - c) Email from a resident regarding threatening behaviour
  - d) Email from a resident regarding the Parish councils role with Safeguarding within the Parish
16. Any other business for noting or including on the agenda of the meeting on Monday 14<sup>th</sup> March 2022.