



Chairman Dr Nic Cooper

Dear Councillor

NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE THAT YOU ARE SUMMONED TO ATTEND the Annual Meeting of the Little Baddow Parish Council which will be held at The Memorial Hall, Little Baddow on **Monday the 13th day of May, 2019 at 7:30pm.**

G Harris (Parish Clerk)
May 7th, 2019

AGENDA

1. Declarations of Acceptance
2. Election of the Chairman
3. Declaration of Acceptance of Office
4. Election of Vice Chairman
5. Apologies for Absence
6. Declaration of Interests
7. To approve the minutes of the 11th April, 2019 meeting
8. Matters from Prior Meetings (for information)
9. Public Question Time
10. Development in the Village
 - 19/00463/FUL Rose Cottage, Holybred Lane (17th May)
 - 19/00641/FUL Land Adjacent Barbers Orchard, Colam Lane (23rd May)
11. Payment of Accounts (Clerk)
 - Agree expenditure items for May
12. Co-opting additional Councillors
 - Agree process and timing
13. Councillor Tasks and Responsibilities
 - Review current allocation
14. Agree on formation of Committee and Sub-Committee
 - Establish Working Party to draft Terms of Reference
15. Annual Review of Financial Regulations and Standing Orders
16. Emergency Plan – update for Councillors
17. Sports Pavilion
 - Agree expenditure of £655 for electrical repairs
 - Review contract and charge structure
 - Public Hire Process

Little Baddow Parish Council
The Memorial Hall, North Hill, Little Baddow, Chelmsford, Essex CM3 4TA
Parish Clerk Graham Harris

Tel: 07376 030712

E-mail: clerk@littlebaddowpc.org.uk
Website: www.littlebaddow.org.uk

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18. Wickhay Play Area
 - Review Warden Appointment
 - Information Sign
19. Plants for Bloom
 - Agree expenditure of £250 for plants
20. CIF – Expression of Interest for grant – agree projects for submission
 - Hand Dryers for Memorial Hall
 - Lighting improvements for Memorial Hall
 - Speedwatch Cameras
 - Installation of Wifi in Memorial Hall
 - Memorial Hall security CCTV System
 - Second Defibrillator – 50% funding
21. Approve float of £50 for Annual Parish Assembly
22. Approve donation of £50 to WI for provision of refreshments at the Annual Parish Assembly
23. Appoint Internal Auditor
 - Agree charges of £175
24. Councillor Email Addresses – review and agree on quotes received
25. Little Baddow Website – Working Group report on improving
 - Review of costs
26. Date of next meeting: **Thursday 6th June, 2019 7:30pm**

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