



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
75 Shelfanger Road
Diss, IP22 4EH
Tel: 07796 410694**

Email: clerk@gislinghamparishcouncil.com

I hereby give notice that a meeting of Gislingham Parish Council will be held in Gislingham Village Hall on **Monday 18th September 2023 commencing at 7.00pm.**

Councillors are summoned to attend. The Press and the Public are invited to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting, when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Chair prior to the commencement of the meeting.

J Challis
Parish Clerk
13th September 2023

AGENDA

- 1** Chair's welcome and to consider and approve apologies for absence
- 2** To receive Declarations of Interest on agenda items
- 3** To consider requests for Dispensations on agenda items
- 4** To resolve the draft minutes of the Parish Council Meeting held on 21st August 2023 are a true and correct record
- 5** Report from County Councillor
- 6** Report from District Councillor
- 7** Public Participation Session (15 minutes set aside)
- 8** Chair's Report
- 9** Clerk's Report
- 10** RFO's Report
- 11** Neighbourhood Watch Report (Clerk)
- 12** Footpath Warden's Report (Mr Bryant)
- 13** SID (Speed Indicator Device) Report
- 14** Approval of Speed Watch Team as Parish Council Volunteers
- 15** Grass Cutting Contract 2023/24
- 16** Village Signage
- 17** Quotations for new bus stop bench
- 18** Parish Council website
- 19** Charity Meadow update, including
 - Occupation Licence between the Parish Council and Gislingham United Charities for the play equipment
- 20** Insurance Renewal 2023/24

21 Finance

Payment	Amount
Admin Payment for September (Clerk & RFO)	TBA
Clerk mileage expenses (September 2023 PC meeting)	£8.55
Hire of Village Hall (August 2023 PC meeting, 8 th August (RFO) and 15 th August (Clerk) 2023 appraisal meetings)	£55.00
PFK External Auditor	£378.00
MSDC (Parish Election recharges for 4 th May 2023 uncontested election)	£156.52
Material Change (bark chipping for zip wire Charity Meadow Playground)	£330.67
IHT (InnHouse Technology – September 2023 monthly sim charge for CCTV) DIRECT DEBIT	£25.00

22 Training – approval for Clerk to attend Essential Time Management online session

23 Volunteer Risk Assessments

24 Policies and Reports

- Disciplinary Rules
- Disciplinary Policy
- Equality, Diversity & Inclusion Policy
- Grants & Donations Policy
- Grievance Policy
- Health & Safety Policy
- Approval of amended policy review dates

25 IN CAMERA

26 Date of the next meeting is 16th October 2023 at 7pm in Gislingham Village Hall