
—

**AGENDA FOR A MEETING OF TOPPESFIELD PARISH COUNCIL
TO BE HELD ON MONDAY 1 FEBRUARY 2010 AT 20.00.
AT THE VILLAGE HALL, TOPPESFIELD**

—

PART A

1 MEMBERSHIP, ATTENDANCE AND APOLOGIES FOR ABSENCE.

1.1. To record attendance and to receive apologies for absence.

1.2. To receive Councillors declarations of interest.

2 OPPORTUNITY FOR PUBLIC / PRESS TO ADDRESS THE MEETING

To answer **questions** raised by the public / press.

3 ESSEX COUNTY COUNCILLOR'S REPORT

To receive a short report from the ECC Councillor.

4 DISTRICT COUNCILLORS REPORT

To receive a short report from the BDC Councillor.

5 MINUTES OF THE LAST MEETING

To confirm the Minutes of the meeting held on 04/01/10.

6 MATTERS ARISING FROM THE MINUTES

To consider any matter arising from the Minutes which does not appear elsewhere on the Agenda.

7 PLANNING

To receive a report from the Planning Committee.

8 HIGHWAYS

To consider any highways issues.

9 PLAYING FIELDS / RECREATION GROUNDS

To consider any issues relating to the playing fields / recreation grounds.

10 WEBSITE

To receive a progress report.

11 VILLAGE PLAN

To receive a progress report.

Chairman to present village plan options.

12 CORRESPONDENCE RECEIVED

To consider correspondence received:

13 NEW WAY OF WORKING

To consider the following new ways of working:

All external communication
Village Communication mediums
Summary of minutes and financial information for Village Newsletter

14 INDEPENDENT INTERNAL AUDITOR

To consider the requirement for an Independent Internal Auditor and review options for appointing one.

15 ACCOUNTS

To receive the Clerk's Report indicating receipts and payments requiring approval. (Appendix A)

Councillors / Clerks expenses.

16 DATE AND TIME OF THE NEXT MEETING

To note the following previously agreed schedule of dates for the year 2010/2011:

Mon	01/03/10	20.00
Mon	10/05/10	19.30 APM & AGM
Mon	07/06/10	20.00
Mon	05/07/10	20.00
Mon	06/09/10	20.00
Mon	04/10/10	20.00
Mon	08/11/10	20.00
Mon	06/12/10	20.00
Mon	10/01/11	20.00
Mon	07/02/11	20.00
Mon	07/03/11	20.00
Mon	09/05/11	20.00 APM & AGM
Mon	06/06/11	20.00
Mon	04/07/11	20.00

17 ANY OTHER BUSINESS

To note any other urgent business and to determine any issues for inclusion on the next Agenda.

PART B - CONFIDENTIAL ITEMS

Note: Members of the public / press are not permitted to be present during discussion of the following agenda item:

18 CLERK'S JOB DESCRIPTION

To consider the Clerk's working hours and job description.