

Councillors are summoned to a meeting of the Parish Council on Tuesday 18 February 2020 beginning at 7.30pm in Sancroft Hall.

Members of the public and press are welcome to attend. The meeting may be recorded. The council's policy on recording is on its website. Also, a paper copy of the policy will be available on the night of the meeting.

AGENDA

- 1 The Chair's welcome
- 2 To receive apologies and give approval for absences
- 3 To receive members' declarations of interest and requests for dispensations
- 4 The public forum
- 5 Co-option of a member of the council
- 6 The minutes of previous meetings.
 - 1 To resolve that the minutes of previous meetings are correct.
 - Full council 21/01/2020
 - Planning committee 04/02/2020
 - 2 Actions and progress since the last meeting
 - Arrange a meeting with MSDC planning officer
 - Arrange a meeting with Suffolk Highways community liaison engineer
 - Responsible dog owner signs (TL)
 - Brief for independent flood/drainage adviser (AB + DW)
- 7 County and District Councillors - reports and questions
- 8 To review the council's standing orders
- 9 To adopt the recommended code of conduct for councillors
- 10 To receive reports from:
 - 1 the Chair
 - 2 the Good Neighbours Scheme (AV)
 - 3 the Clerk
- 11 Finance
 - 1 to review the finance regulations
 - 2 to authorise payments
 - 3 to discuss the bank reconciliation statement
 - 4 to receive a report from the responsible finance officer (RFO)
- 12 Matters brought to the meeting
 - 1 Urgent - must be discussed tonight (please notify the clerk asap)
 - 2 For inclusion on a future agenda



Friday, 28 February 2020

FILMING AND RECORDING PARISH COUNCIL MEETINGS, COMMITTEES AND SUB COMMITTEES

1. The public are permitted to film or record proceedings at open elements of meetings.
2. Please contact the clerk to the council beforehand to inform him/her that you will be filming/recording.
3. You must not disrupt the meeting in any way. The Chair has authority to exclude from the meeting anyone behaving in a disruptive manner, whether arising from recording activities or otherwise.
4. You may not film or record children or young people under the age of 18 unless you have written consent provided by their parents/guardians and presented to the clerk in advance of the meeting. This also applies to vulnerable adults.
5. Anyone recording a meeting is requested to focus only on recording councillors, officers, and those members of the public who have not been identified as being under the age of 18 or a vulnerable adult.
6. The Council requests that all recording is clearly visible to anyone at the meeting.
7. The use of digital and social media recording tools, for example, Twitter or audio recording, is allowed.
8. You may not interrupt a Council meeting by asking questions; asking for repetition; asking to speak clearly or by making comments for the recording.
9. You must not leave equipment unattended. You are responsible for your equipment at all times.
10. If using a device larger than a smart phone, tablet or compact camera the person wishing to make the recording is requested to contact the Clerk prior to the meeting so that reasonable adjustments can be made.
11. Reporting and recording does not include an oral report or oral commentary about a meeting as it takes place, without permission