

Wortwell Parish Council

AGENDA

To Parish Councillors: you are requested to attend the meeting below

There will be a meeting of Wortwell Parish Council on Monday 21st May 2018

at 7.30pm at Wortwell Community Centre

Members of the public are welcome to attend and there will be an opportunity for public participation after agenda items 5 and 20

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meetings lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

1. **Welcome** by the Chairwoman
2. To receive and accept **apologies** from members unable to attend
3. **Election of Chairperson**
4. **Election of Vice Chairperson**
5. **Election of Internal Control officer** - rotation period to be agreed

To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.

The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only

6. **To approve the Minutes** of the meetings held on 26th March 2018 and 30 April 2018
7. **To approve the Annual Governance and Accountability Return for the 2017/18 Wortwell Parish Accounts**
 - 7.1. Internal Audit Report - to be proposed, approved, signed and dated
 - 7.2. Annual Governance Statement - to be reviewed, approved, signed and dated
 - 7.3. Accounting Statements - to be proposed approved, signed and dated
 - 7.4. Bank reconciliation statement and balance sheets approved
 - 7.5. To formally approve the declaration and confirmation to adopt the accounts - a vote by Council.

8. To receive reports from our **District and County Councillors** and agree any necessary action
9. To receive the **Chairwoman's report** and agree any necessary action
10. To receive reports from **Parish Councillors** and agree any necessary actions
11. To receive the **Clerk's Report** and agree any necessary actions
12. To discuss and **approve Accounts, Bank Statements and Payments to be made.**
 - 12.1. To review Budget against Actual.
 - 12.2. To review and set Internal Controls - monthly or quarterly
 - 12.3. Council to approve monthly payments schedule and any interim payments between meetings and sign cheques for distribution by clerk.
 - 12.4. Internal control check to be diarised for Quarter one (April to Jun)
13. **CORE Grant Application** - to consider application from Wortwell Community Centre for support for heating
14. **GDPR update**
15. **Correspondence** – file to be circulated (for information only)
16. **Playing Field issues:**
 - 16.1. To receive **weekly exception reports** for playing fields for Month: March and April and agree any necessary actions
 - 16.2. To receive **weekly exception reports** for recycling centre for Month: March and April and agree any necessary actions
 - 16.3. RoSPA report - June 2018 - update
17. **Policies Review:**
 - 17.1. Standing Orders GDPR update.
 - 17.2. Financial Policies
18. **Training - room availability**
19. **Planning Applications - Determined applications by South Norfolk Council -**
 - 19.1. Change to planning process - interim meetings to be held 2nd Monday monthly between PC Meetings, where it is necessary to meet planning deadlines.
 - 19.2. Planning application: 2018/0907 - change of use from holiday let to residential.
Application type: Change of Use

20. To discuss and agree business for the **next Parish Council meeting** to be held on 25th June 2018

The meeting will be adjourned for public participation (maximum 10 Minutes)

21. Close of Meeting

Signed: Mrs Lua Leggett

Parish Clerk and Responsible Financial Officer

2017/17

1. **Accounts**
- 1.1. Copies of budget figures and all payments made to date had been circulated and approved by Councillors.
- 1.2. **2016/17 Annual Governance Statement** – The Internal Audit Report had been completed and signed by Mr. Dave Renaut. The Annual Governance Statement for 2016/17 was signed by the Chairwoman and the Clerk.