

WORTWELL PARISH COUNCIL

AGENDA

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

There will be a meeting of Wortwell Parish Council on Monday 25th March 2019

at 7.30pm a Wortwell Community Centre

Members of the public are welcome to attend and there will be an opportunity for public participation after agenda items 2 and 21

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

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 Agenda only items to be discussed.

3. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 25th February 2019
4. **Purdah** - Confirmation from Councillors of their understanding of Purdah and its limitations.
5. **Reports from District and County Councillors:-** agree any necessary action
6. **Chairwoman's report** : - agree any necessary action
7. **Parish Councillors' reports:** - agree any necessary actions
8. **Clerk's Report:** - agree any necessary actions
9. **RFO Report:** - agree any necessary actions
 - 9.1. **Accounts:** circulated with this agenda.
 - 9.2. **Accounts for payment schedule:** incorporated in RFO Report- Council to approve and sign cheques for distribution by clerk.
10. **End of year:** Preparation of end of year accounts, Annual Audit, AGAR, and review of relevant Policies and Standing orders including Risk Matrix and Insurances
11. **Charities under the Trusteeship of Wortwell Parish Council:** Council to discuss separation of Trust duties from Council duties and all necessary actions required

Wortwell Parish Lands Charity Number 284783 (Tunbeck Close Allotments)

Wortwell Old Playing Field Charity Number 304124 (Football field)

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11.1. Financial and Management Implications (including grants and donations).

11.1.1. Cash book implications - change of structure

11.1.2. Bank accounts - change of name

11.1.3. Schedule an action plan- Summer 2019 (post election)

12. Elections: 2nd May 2019 - agree any necessary actions.

13. Allotments

13.1. Appointment of solicitors: Complexities of charitable trust vs parish council as sole managing trustee to be discussed and agree any necessary actions.

13.2. Councillor and Clerk to meet plot holders 29th March 2019 at 10.30am

13.3. Meeting with Alburgh Parish Council: 28th March 2019, Alburgh Village Hall 7.30pm

14. Annual Parish Meeting - April 29th at 7.00pm Wortwell Community Centre - agree any necessary actions

15. Infrastructure:

15.1. St Mary's Church, Redenhall:- Feedback from Public meeting 20th March 2019 - agree any necessary actions

15.2. SAM2:- report from Councillor Aylett - Discuss making this a quarterly item

16. Community Consultation Open Day - 12th May

16.1. Discuss planned date vs election and annual Parish meeting (post election)

16.2. Feedback from Working Party (next meeting 1st April dummy run) - Agree any necessary actions

17. Playing Field issues:

17.1. Weekly exception reports for February: agree any necessary action.

18. Recycling Centre: Monthly report : agree any necessary actions

19. SN Big Litter Pick - 10th April

20. Correspondence: file to be circulated (for information only)

21. Planning Applications received since last meeting: -

21.1. At time of agenda publication there are no pending applications or notice of decisions on planning.

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

22. Close of Meeting

Signed: *LUA LEGGETT*

20th March 2019

Wortwell Parish Clerk and RFO

Issued: 20/3/19

Lua Leggett - Parish Clerk

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