

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 24th June

2019

at 7.30pm a Wortwell Community Centre

Members of the public are welcome to attend and the meeting will be adjourned for public participation (maximum 10 minutes) after agenda items 4 and 10

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

1. **Welcome** by the Chairperson
2. To receive and accept **Apologies** from those 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.

3. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 13th May 2019

4. Annual Governance and Accountability Return

4.1. Internal Auditor Report - to be approved, signed, dated and minuted

4.1.1. Internal Auditor Report recommendations to be discussed, approved and actioned

4.1.1.1. Insurance Company - selected Hiscox 2018/19 financial year

4.1.1.2. Precept Figure minus SNDC Grant - £

4.2. Annual Governance Statement - to be approved, signed, dated and minuted

4.3. Accounting Statements - to be approved and signed and dated

4.3.1. Bank Reconciliation - to be approved, signed and dated

4.4. Elector Rights Notice Dates - to be agreed (must include a run of 30 working days including the first 10 working days of July.

4.5. External Audit papers - to be approved, signed and submitted to PKF Littlejohn and uploaded to website

Meeting adjournment for public participation

5. Councillor Reports: to receive any reports and agree any necessary actions

5.1. County and District Councillor

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5.2. Chairman's report

5.3. Parish Councillors' reports

5.4. Clerk's Report

5.5. Playing Field and Recycling Centre Reports

5.6. RoSPA report

6. Financials:

6.1. **RFO Report:** - agree any necessary actions

6.1.1. Contracts for renewal:

6.1.1.1. Insurance

6.1.1.2. Street Lighting see below 8.2

6.2. **Accounts:** circulated at the meeting

6.3. **Accounts for payment schedule (including accounts settled between meetings):**

6.3.1. Council to approve and sign cheques for distribution by clerk.

7. Charities under the Trusteeship of Wortwell Parish Council: Feedback from Trustee Meeting 10th June.

7.1. **Wortwell Parish Lands** Charity Number 284783 (Tunbeck Close Allotments)

7.1.1. **Allotments** - update on progress with easement and self lay agreement from clerk

7.1.2. **Grants** - for refurbishment of allotments

7.1.3. **Registration of land** - to discuss and agree any necessary actions including extraordinary expenditure not included in budget

7.2. **Wortwell Old Playing Field** Charity Number 304124 (Football field)

7.2.1. Grants for grass cutting and hedge trimming

7.2.2. Pavilion

8. Infrastructure:

8.1. **SAM2**

8.2. **Street Lighting Energy Contract** - 36 month renewal with EDF Energy

8.3. **Bus Shelter** in High Road opposite Bell/up from the Bell

9. Correspondence: file to be circulated

10. Planning Applications received since last meeting: 2019/1134 Applicant type: FULL

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Location: Park Farm Tunbeck Road Wortwell Norfolk IP20 0HP

Proposal: Demolish existing barn in curtilage of listed building and build new barn of same size in adjacent field

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

Next meeting: 29th July 2019 at 7.30pm

Items for next meeting:

Internal Policies review: (see website for current versions)

Standing Orders

Financial Regulations

Risk Management

Budget process begins for 2020/21

Review budget against actual 2019/20

Begin budget setting process - appointment of working party

11. Close of Meeting

Signed: *LUA LEGGETT*

17th June 2019

Wortwell Parish Clerk and RFO