

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 23rd September 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 3 and 12

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 Chairman
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 29th July 2019

Meeting adjournment for public participation

10 minutes including District and County Councillor guests' reports

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

- 4.1. Chairman's report and agree any necessary actions
- 4.2. Parish Councillors' reports and agree any necessary actions
- 4.3. Clerk's Report circulated in advance - agree any necessary actions
- 4.4. Playing Field and Recycling Centre Reports and agree any necessary actions

5. RoSPA report. Play Equipment and agree any necessary actions

- 5.1. To discuss the future of play equipment on site, ongoing repairs, replacement of equipment and/or future demand. Agree any necessary actions.

6. Financials:

- 6.1. **RFO Report:** - agree any necessary action
 - 6.1.1. Report back on External audit
 - 6.1.2. To discuss circulated monthly finances budget against actual
 - 6.1.3. Barclays Bank mandates and signatories

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

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

7. Budget 2020/21 - to establish priorities for coming financial year, in advance of budget setting, and appoint budget working party.

8. Internal Policies and Procedures Review - previously circulated in correspondence - agree any necessary actions

8.1. Standing Orders

8.2. Financial Regulations

8.3. Risk Management

8.3.1. Contractors' risk assessments

8.3.2. Health and safety training

8.3.3. Emergency Plan - update

9. GNLP - Update and next round of consultation

9.1. Up to date maps on notice board and website - no consultation dates for next phase announced yet

10. Identity Cards for Councillors - Chairman to update

11. Correspondence:

11.1. Disability Network Norfolk Group's Steering Group

12. Planning Applications received since last meeting:

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

Next meeting Date: 21st October 2019 at 7.30

Agree Items for next meeting

13. Close of Meeting

Signed: *LUA LEGGETT*

Wortwell Parish Clerk and RFO