

AGENDA

**Parish Councillors are summonsed to attend the Parish Council Meeting of
Wortwell Parish Council on**

**Monday 30th September 2024 at 7.30pm at the Waveney Room of the Wortwell Community
Centre**

Members of the public are invited to attend from 7.30pm

*To receive any declarations of interest (personal prejudicial or pecuniary) in particular matters to be raised at
this meeting.*

25.47 Welcome by the Chairman Mrs Julie Worley

Guests invited: District Councillors Trevor Graham and James Eddy. County Councillor Barry Stone.

To receive and accept any apologies from those members unable to attend.

Meeting will be adjourned at this stage of members of the public to permit participation for 10 minutes.

25.48 Clerk and RFO

- Resignation of Mrs Lua Leggett
- Appointment of Mrs Tina Newby

25.49 Minutes: Council to approve the Minutes of the meeting held on the 29 July 2024.

25.50 Matters arising

25.50.1 CCTV to Pavilion – signs to await refurbishment and paintwork

25.50.2 Pot holes in Low Road footpath attended to but general area remains degraded – action to be agreed

25.51 Reports: District and County Councillors

25.52 Update on village matters.

25.52.1 Chairman's report – Changing start times for meetings.

25.52.2 Councillor's report

25.52.3 Robert – Harleston Youth Football Club

25.53 Annual Governance and Accountability Return (AGAR)

25.53.1 Two more queries raised by PKF Littlejohn – Both Clerks attended too.

25.53.2 To agree the external closure report

25.53.3 To note the Notice of Conclusion of Audit

25.53.4 To appoint an Internal Auditor

25.54 Parish Councillor reports

25.54.1 Recycling Centre, Defibrillator, Adult Gym Equipment and Playground check Report

25.54.2 RoSPA Report and recommendations – actions to be agreed

25.55 Clerk Report

25.55.1 Induction

25.55.2 Regular Surgeries

25.56 Financials and RFO report

25.56.1 The note the payment authorisation section of the Financial Regulations

25.56.2 Cashbook against Budget and Bank Reconciliation

25.56.3 Accounts for payment (appendix 1)

25.56.4 VAT for reclaim

25.56.5 Internal Controls

25.56.6 2025-2026 Budget planning and precept – arrange a Finance Committee meeting.

25.56.7 Donation £25 Remembrance wreath from RBL, chosen charity/charities

25.57 Roles and Responsibilities

25.58 Set up Committee meetings

25.59 Receive an update on the pub

25.59.1 Clive and Paul, update on the closure of Wortwell Bell

25.60 Land Ownership, Registration, Loan agreement and Terms of Agreement.

25.60.1 Land Ownership

25.60.2 Land Registration

25.60.3 Loan Agreement

25.60.4 Terms of Agreement

25.61 Planning Applications

Meeting break to re- convene as Trustees of the Allotments

25.62 New Allotments Policy and future arrangements Cllr AC

25.62.1 Allotment inspection

25.62.2 Increase allotment rent

25.62.3 Review of the allotment plots

25.62.4 Tenancy Agreement

25.62.5 Fencing off plot

Future meetings: 28/10/24 25/11/24

APPENDIX ONE

ACCOUNTS FOR PAYMENT