

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 8th June 2020 at 7.00pm

at Wortwell Hall Barn Garden: an open space in compliance with CoVid 19 regulations

Members of the public will be unable to attend the meeting under CoVid 19 regulations

This meeting will not operate under normal openness and transparency and the following standing order was waived under CoVid 19 protocols:

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.

Full disclosure will be presented to the public via the website and notice board.

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 extraordinary meeting held on 16th March 2020

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. Lists of transactions to be embedded in the Minutes not listed separately

4.1.1.2. Clerk to have full control and management of the website

4.1.1.3. Correction to be made to the claim for Employment Allowance which the council cannot claim under local government employment guidelines

4.2. Annual Governance Statement - (page 4) to be approved, signed, dated and minuted

4.3. Accounting Statements - (page 5) to be approved, signed, dated and minuted

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. (15th June to 23rd July inclusive)

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

5. Confirmation of resolutions made online or virtual decisions since March 16th 2020

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5.1. Playground closure

5.2. Resolution to re-open play field area, but keeping playground equipment closed

6. **Councillor Reports:** to discuss any reports and agree any necessary actions

7. **Financials:**

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

7.1.1. Contracts for renewal:

7.1.1.1. Insurance Renewal

7.1.1.2. Excite Solutions

7.1.1.3. Street Lighting - Energy Contract year 2 of 3 year contract

7.1.1.4. Street Lighting - T T Jones Electrical Ltd - maintenance contract

7.1.1.5. Pensions Regulator - NEST in place for employee pension

7.1.1.6. Groundsman Contract

7.1.1.7. WAVE* (As Sole Managing Trustees of Wortwell Parish Lands)

7.1.2. Accounts for Payment

7.1.3. Accounts paid between meetings

7.1.4. Bank reconciliation and Cashbook vs Budget

8. **Charities under the Trusteeship of Wortwell Parish Council:**

8.1. **Wortwell Parish Lands** Charity Number 284783 (Tunbeck Close Allotments) agree annual meeting date

8.2. **Wortwell Old Playing Field** Charity Number 304124 (Football field) agree annual meeting date

8.2.1. Maintenance of Benches

9. **Planning Applications received since last meeting:** none

Next meeting: 27th July 2020 at 7.30pm - venue and meeting dependent on CoVid19 regulations

Items for next meeting:

CoVid Protocols
RoSpa playground report
Three Year Plan
Nuisance Dogs
GNLP
Annual Parish Meeting

10. **Close of Meeting**

Signed: *LUA LEGGETT* Clerk and RFO

3rd June 2020