**AGENDA**

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

**There will be a meeting of Wortwell Parish Council on**

**Monday 22 February 2021 at 7.30pm**

**Coronavirus lockdown in progress so meeting will be held by ZOOM**

**Members of the public may attend the meeting by contacting the clerk (by 5.30pm) for an invitation link**

**lua@wortwellpc.org.uk**

1. **Welcome**
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 mater is discussed.*

1. **Minutes:** Council toapprove, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 25 January 2021 at the next available and safe opportunity

**Meeting adjourned to permit Public participation**

1. **To accept the retirement resignation of Councillor Colyer** and agree any necessary actions
	1. Monitoring Officer and Public Notice period
	2. Election and/or Co-Option
		1. Criteria
		2. Candidates and Skills Audit
2. **Chairman’s Report:**
	1. Update on flooding matters
	2. GNLP update
3. **Councillor Reports:**
	1. **County Cllr Stone -** communications previously circulated
	2. **District Cllr Savage**
	3. **Councillor Reports** previously circulated
	4. **Monthly Safety Checks:**
		1. Playing Fields and Play Equipment, Recycling Centre and Defibrillator Checks.
		2. Updated Rota
4. **Clerk and RFO Report:**
	1. **Three Year Plan** - update from clerk on Major and Minor Projects and agree any necessary actions
	2. **Wortwell Warriors** to discuss and agree any necessary actions and funding implications
	3. **Annual Parish Meeting** - Coronavirus Restrictions and implications
	4. **Accounts for payment - see attached schedule Appendix A**
	5. **Appointment of Internal Auditor** and budget sign off
	6. **Balance sheet against budget note:** Year end forecast
5. **Planning Applications**: none yet received

**Future meetings:**

March 29th Annual General Meetings: Old Playing Field and Wortwell Parish Lands\* 7.00pm and 7.15

 March 29th Full Parish Council Meeting\* 7.30pm

 April 26th Full Parish Council Meeting\* 7.30pm

Topics for next meeting: Policies and Procedures annual review and sign off including GDPR

 Flooding

 Review of Covid protocol

 Annual Accounts and Annual Governance Return

 Progress of Three Year Plan Projects

**Close of Meeting:**Signed: LUA LEGGETT Clerk and RFO

\*Venues of meetings dependent on ongoing CoVid19 regulations