

**You are summoned to a meeting of the Parish Council Meeting of Wortwell Parish Council**

**on Monday 25 September 2023 at 7.30pm**

**at the Waveney Room Wortwell Community Centre**

**Members of the public are welcome to attend.**

**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.*

*If members of the Public attend the Meeting will be adjourned for 10 minutes to permit Public participation. Please note that members of the Public may not comment on agenda items during the course of the meeting but there will be an opportunity to comment or ask questions at the end of the meeting.*

*If District or County Councillors attend their reports will be read out during this period*

**3. Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 31 July 2023

**4. Councillor Reports: All to be circulated in advance please:**

**4.1. Chairman**

4.1.1. Updates: SAM2 reports, Speedwatch and Dog Bin

**4.2. District and County Council Reports**

4.2.1. Nature Recovery Cllr TG

**4.3. Parish Councillor Reports** – to be circulated in advance of the meeting

4.4. Recycling Centre, Defibrillator and Playground Inspection HC

**5. Clerk and RFO report:**

**5.1. Maintenance Report and Village matters – clerk report**

5.1.1. Maintenance log August – excess hours

5.1.2. Maintenance log September/October

5.1.2.1. KV - Priorities, workload Budget and Cashflow

5.1.3. Stile out of New Playing Field

**5.2. Annual Governance and Accountability Return:** Comments and queries from PKF Littlejohn

- 5.3. **Cashbook** – Financial Report against Budget
- 5.4. **Banking** – Closure of Barclays and Opening of Lloyds - update
- 5.5. **Accounts for Payment** due this month- appendix 1
- 5.6. **Payroll returns** completed: PAYE NI NEST
- 5.7. **Internal Control Check** and Bank Reconciliation – Q2
- 6. **24/25 Annual Budget Setting** – phase 1
- 7. **VESPA – Village Energy Sustainability** update from Clerk
- 8. **Open Spaces** – approve **Outdoor Gym Equipment**
- 9. **Planning Applications**: none at time of publication

*Meeting will be adjourned to permit public participation:*

#### 10. FUTURE MEETINGS

30/10/23	27/11/23	8/1/24 Precept	29/1/23	26/2/24	25/3/24
29/4/24 (Annual Parish Meeting)					

#### ACCOUNTS FOR PAYMENT

HMRC	PAYE NI M6	Ref 24_028	£191.80
NEST	Pension M2	DD	£ 35.90
K R Vincent		Ref 24_027	£224.14
Total BACS payments made			£415.94

#### RECEIPTS RECEIVED

Litter Pick	£20
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