

SILK WILLOUGHBY PARISH COUNCIL

TEMPORARY PARISH CLERK

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18 September 2024

Dear Councillor,

You are hereby summoned to attend the meeting of **SILK WILLOUGHBY PARISH COUNCIL** to be held on **25 July 2024** in the Village Hall at **7.00pm**.

Prior to the commencement of the meeting there will be a 10-minute Public Forum when members of the public may address or put questions to the Parish Council on any matter connected with the Agenda, or for inclusion on a future Agenda. They are welcome to stay for the remainder of the meeting but can take no further part in proceedings.

Denise Gascoyne
Temporary Parish Clerk

1. Chair's Welcome and Housekeeping Arrangements.
2. **Apologies for absence** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest** To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of Interests and any written requests for dispensation.
4. To amend and accept as a true record the notes of the extra-ordinary meeting of the Parish Council held on 07 May and to authorise the Chair to sign the official minutes.
To approve and accept as a true record the notes of the Annual meeting of the Parish Council held on **30 May 2024** and to authorise the Chair to sign the official minutes.
To approve and accept as a true record the notes of the extraordinary meeting of the Parish Council held on **17 June 2024** and to authorise the Chair to sign the official minutes.
5. **Report from County Cllr Hagues/District Cllr Jackson**

6. Chair Update

- a. To discuss LALC website management to ensure all necessary documents are included.
- b. To confirm Advert for Parish Clerk has been placed on notice board and LALC website.
- c. To confirm Union Membership and SLCC Membership has been cancelled.
- d. Confirmation Parish Council and Village Noticeboard contact details have been updated.
- e. Update on hedge School Lane
- f. To discuss parking along London Road
- g. To confirm recommendations of the internal audit report have been discussed and implementing a.s.a.p.
- h. To discuss the Audit Report
- i. To confirm new Defib Pads have been received and discuss defibrillator.

7. Temporary Parish Clerk Update.

- a. Confirmation Asset List has been updated.
- b. Confirmation insurance companies will be contacted re insurance for the village hall including the Post Office FOR INFORMATION ONLY
- c. To discuss disbanding the Staffing Committee requested by former Clerk.
- d. Pond RA updated – new Bouy in place – lowers risk.

8. Finance.

- a. To resolve to approve and accept Bank Reconciliation and Cashbook (already circulated) to 30 June 2024 and for Chair to sign.
- b. To accept Insurance Premium and resolve to pay.
- c. To resolve to accept Payments as per the Approval List (already circulated)
- d. Update on savings accounts.
- e. To discuss banking arrangements – Mandate update/Dual Control/Cheques.

9. To review and accept new/updated policies – already circulated.

- Complaints Procedure
- Internal Control statement March 2025
- Grievance Policy
- Disciplinary Procedure
- Financial Regulations
- Publication Scheme
- Discuss remaining policies.

10. Village Hall.

- a. Update on closure of Charity.
- b. Update on Village Hall, PO, upstairs room.

11. Correspondence

- a. NKDC June 2024 newsletter
- b. LCC Town and Parish Newsletter
- c. LALC e-news

- d. LALC training bulletin June 2024
- e. FMS update on School Lane Path
- f. Flood resilience team email.
- g. Retro planning and email – 5 Laurel Grove

12. Grant Applications

- a. Update on Church Clock

13. Conservation/Heritage

14. To confirm the date of the next meeting as at 7.00pm in the village hall.

15. To resolve to exclude the media, press and members of the public from the meeting in accordance with S.1(2)Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of business to be transacted regarding staffing matters.

- Outgoing Clerk
- Temporary Clerk Contract