

# WHESSOE PARISH COUNCIL

You are summoned to attend the MEETING of WHESSOE PARISH COUNCIL which will be held on MONDAY 15<sup>TH</sup> JULY 2019 at 7.00PM in WHESSOE PARISH HALL for the purpose of transacting the business listed in the agenda below.

## AGENDA

Item	Subject	Owner	Time
1	<b>Introductions</b> <ul style="list-style-type: none"> <li>Apologies: to receive apologies and approve reasons for absence.</li> </ul>	SG	5 mins
2	<b>Declarations of interest:</b> <ul style="list-style-type: none"> <li>To notify of any item on the agenda in which you may have an interest.</li> </ul>	All	5 mins
3	<b>Minutes of the Annual Parish and Annual Meetings held on 11<sup>th</sup> May 2019</b> <ul style="list-style-type: none"> <li>To approve and sign the minutes as an accurate record</li> <li>Update on action points</li> </ul>	All Clerk	15 mins
4	<b>Public participation</b> <ul style="list-style-type: none"> <li>Residents are invited to give their views and comments to the Parish Council on issues on this agenda.</li> </ul>		
5	<b>Parish Councillor vacancies</b>	All	5 mins
6	<b>Clerk and Responsible Finance Officer - Vacancy</b>	All	5 mins
7	<b>Finance</b> <ul style="list-style-type: none"> <li>Progress on Accounting Software</li> <li>Quarterly Audit Report</li> <li>Financial Statement April to June</li> <li>Budget Statement April to June</li> <li>Bank Reconciliation</li> </ul>	Clerk TM/Clerk Clerk Clerk SM/SG	5 mins 5 mins 5 mins 5 mins 5 mins
8	<b>Annual Governance &amp; Accountability Return 2018-19</b> <ul style="list-style-type: none"> <li>Progress</li> </ul>	Clerk	5 mins
9	<b>Planning</b> <ul style="list-style-type: none"> <li>Banks Group development - update</li> <li>Log of current planning applications</li> </ul>	SG/Clerk Clerk	10 mins 5 mins
10	<b>General Data Protection Regulations</b> <ul style="list-style-type: none"> <li>Update on Action Log</li> </ul>	Clerk	10 mins
11	<b>Correspondence</b>	Clerk	5 mins
12	<b>Council Matters</b> <ul style="list-style-type: none"> <li>Local Council Award Scheme</li> </ul>	Clerk	5 mins
13	<b>Forward and Backward Look</b> <ul style="list-style-type: none"> <li>Feedback from Meetings/Events/Training</li> <li>Future Training/Events</li> </ul>	All Clerk	5 mins
14	<b>Marketing and Social Media</b> <ul style="list-style-type: none"> <li>New website</li> </ul>	Clerk	5 mins
15	<b>Whessoe Parish Hall</b> <ul style="list-style-type: none"> <li>Ratification of Terms of Reference</li> <li>Update from Parish Hall Committee on 3<sup>rd</sup> June 2019</li> </ul>	SG SG	25 mins

	<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Macmillan Event</li> <li>• Maintenance and Improvement Plan – budget approval 2019-2020</li> <li>• Contracts - update</li> <li>• Hall Bookings – update</li> </ul>	Clerk Clerk Clerk	
16	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>• Monday 9<sup>th</sup> September 2019</li> </ul>	All	

CONTACT

Signed:

Name: Bill Goldfinch – Parish Clerk

Mobile: 07818 427740

E-mail: [whessoeparishclerk@gmail.com](mailto:whessoeparishclerk@gmail.com)

**The Press and Public are very welcome to attend this meeting.**