

WHESSOE PARISH COUNCIL

You are summoned to attend the January meeting of the WHESSOE PARISH COUNCIL which will be held on **MONDAY 18TH MARCH 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	Introductions <ul style="list-style-type: none"> • Apologies: to receive apologies and approve reasons for absence. • Declarations of interest: To notify of any item on the agenda in which you may have an interest 	SG All	5 mins
2	Minutes of meeting held on 28th January 2019 <ul style="list-style-type: none"> • To approve and sign the minutes as an accurate record • Update on action points 	All Clerk	15 mins
3	Public participation <ul style="list-style-type: none"> • Residents are invited to give their views and comments to the Parish Council on issues on this agenda. 		
4	Parish Councillor vacancies <ul style="list-style-type: none"> • Local Council Elections 	All	5 mins
5	Finance <ul style="list-style-type: none"> • Update on bank signatories • Progress on Accounting Software • Quarterly Audit Report – progress on missing receipts • Financial Statement • Budget Statement • Bank Reconciliation • Budget Setting: To agree the budget plan for 2019-22 for Hall Maintenance and Improvement. 	Clerk	30 mins
6	Planning <ul style="list-style-type: none"> • Log of current planning applications 	Clerk	5 mins
7	General Data Protection Regulations <ul style="list-style-type: none"> • Update on Action Log 	Clerk	10 mins
8	Correspondence <ul style="list-style-type: none"> • 	Clerk	5 mins
9	Council Matters <ul style="list-style-type: none"> • Progress on the investigation of a change of name to the council and suggestions for a name. • Local Council Award Scheme 	Clerk	10 mins
10	Forward and Backward Look <ul style="list-style-type: none"> • Feedback from Meetings/Events/Training • Future Training/Events 	All Clerk	5 mins
11	Marketing and Social Media <ul style="list-style-type: none"> • Parish Councillor profiles • New website 	SG Clerk	5 mins
12	Whessoe Parish Hall <ul style="list-style-type: none"> • Approval of Terms of Reference for Hall Management 	SG	25 mins

	<p>Committee</p> <ul style="list-style-type: none"> • Fire Risk Assessment for approval • Health and Safety Risk Assessment for approval • Update from Parish Hall Committee • Newsletter – to be prepared for Local Election Day • Maintenance and Improvement Plan – budget approval 2019-2020 • Contracts - update • Hall Bookings – update 	<p>SG SG SG Clerk Clerk Clerk</p>	
13	<p>Date of future meetings</p> <ul style="list-style-type: none"> • 25 May 2019 – Annual Meeting [NB: The council will need to change this date in light of the forthcoming local elections. The annual meeting must be held “within 14 days of the council coming into office i.e. between 5 and 19 May”.] 		

CONTACT

Signed:

Name: Bill Goldfinch – Parish Clerk

Mobile: 07818 427740

E-mail: whessoeparishclerk@gmail.com

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