

Members of the Public and Press Welcome to Attend

*Agenda published: 11 March 2020
and Circulated to Borough and County Councillor
Helen Richardson
Clerk to Wereham Parish Council and
Financial Responsible Person*

AGENDA

7.00 pm Public Comments / Questions on Parish Issues.

- 1.0 Openess and Transparency Notice
- 2.0 To consider **apologies for absence**
- 3.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests
- 4.0 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 14 January 2020 and Matters Arising as the Clerks Report

- 5 Village Management Issues: To Discuss and Approve Any Actions in Relation to each item:**
 - 5.1 To Discuss and Approve Any Costs in Relation to the Annual Playground Inspection
 - 5.2 To Approve the Mole Contract 2020/21
 - 5.3 To Approve Application for Grant Funding: Village Hall Tree Management Costs
 - 5.4 To Consider the results of the bi-monthly Risk Assessment inspection and agree any action required
Standard item verbal (Play area; Playing Field; Pond Area/A134; St Margaret's Churchyard; Cemetery) -
Verbal from Cllr Jacki Hitching
 - 5.5 To Discuss Village Hall Management Committee Update – Cllr Annie Bruce

- 6 Planning Consultation**
 - 6.1 **20/00300/LB** Listed Building Application: Retrospective renovation and refurbishment works at Unit Between Manor House and Keepers Lodge Church Road Wereham Norfolk
 - 6.2 **20/00299/F** Retrospective renovation and refurbishment works at Unit Between Manor House And Keepers Lodge Church Road Wereham Norfolk

- 7 Parish Council Management**
 - 7.1 To Approve Exemption from the Annual Governance and Accountability Return 201920 as a Smaller Authority
 - 7.2 To Adopt an Audit Procedure
 - 7.3 To Adopt a Payroll Procedure
 - 7.4 To Adopt the Risk Management Scheme
 - 7.5 To Adopt a Parish Council Report Header
 - 7.6 To Approve a Third Authorised Signatory for Banking
 - 7.7 To Approve Clerk Training: Two Webinars with SLCC in 2020

- 8 Finance - To Accept Bank Reconciliation and Approve payments**

- 9 To Receive Councillors Concerns and Agenda Items for next meeting**
- 10 To Note Forward Work Programme – overpage**

- 11 To Approve Date of Next Meeting (Annual Parish Meeting and Annual Meeting of the Parish Council) – Tuesday 12 May 2020 or a Revised Date**

*Forward Work Programme

MAY

(Annual Parish Meeting and Annual Meeting of the Parish Council)

Annual Governance and Accountability Return *

Election of Chair and Vice Chair*

Declaration of Acceptance of Office Returns Annual review*

Declaration of Interests (Pecuniary and Non-Pecuniary) Annual Review*

Annual Insurance Renewal*

Standing Order review *

Financial Regulations Review*

JULY

Tree Management Survey*

Renewal of SLCC Membership*

Business Continuity Procedure and Procedural Records

SEPTEMBER

Approval of Revised Cemetery Regulations* (Fees Reviewed Nov 18 next time May 2020)

Approval of Remembrance Sunday Wreath*

NOVEMBER

Commissioning of Annual Playground Inspection*

First Draft Parish Precept and Budget Setting*

Revision of the Cemetery Fees*

Clerk's Annual Appraisal*

JANUARY

Mole Contract 2021/22*

Payroll Contract 2021/22*

Approval of Parish Precept and Budget*

MARCH

Receive Annual Playground Inspection Report*

Financial Risk Management Scheme*

Commission Next Tree Report to be Conducted May 2021

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota; Cllr J Hitching March; Cllr J Millard May; Cllr C Knight July; Cllr J Marsh Sept; Cllr S Calvert Nov; Cllr A Bruce Jan