

Members of the Public and Press Welcome to Attend

*Agenda published: 3 January 2019
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.**

An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting. The Meeting will start formally after this section.

- 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 A) To confirm the Minutes of the Ordinary Meeting of the Parish Council held 13 November 2018
B) Matters Arising (Clerks Report)
- 5.0 **Update from the Wereham Village Hall**
- 6 **Village Management Issues**
- 6.1 Approval: St Margaret's Church Clock Tower Update and Commission of Annual Servicing
- 6.2 Approval: Wereham Pond Edging Costs
- 6.3 Discussion: Village Pump Article
- 6.3 Correspondence to Consider: Citizens Advice Bureaux Donation Request
- 6.4 Discussion: Skinners Lane Footpath Update from Norfolk County Council (email)
- 6.5 Discussion: Bi-monthly Risk Assessment Verbal from Cllr Koopowitz and agree any action required by the Parish Council, Rangers or Highways
- 7 **Parish Council Management**
- 7.1 Review of Playing Field Hire Form and Costs
- 8 **Finance**
- 8.1 Accept accounts to 1 January 2019 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting. Financial Summary and Payment Approvals – to follow
- 8.2 Approval: Parish Precept and Budget for 2019/20
- 9 **Cllr Colin Sampson BCKLWN and Cllr Martin Storey NCC Update**
- 10 **Councillors concerns and agenda items for future meetings – information only**
- 11 **Forward Work Programme – For information only (* over-page)**
- 12 **Date of next meeting – Tuesday 12 March 2019.**
- 13 **EXCLUSION OF PRESS AND PUBLIC**
The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). Opportunity for Clerk to discuss any HR issues.

***Forward Work Programme**

MARCH

Play area inspection report
Approval of Internal Auditor
Complaints Policy Review
Equality Policy Review
Approval of Tree Management Survey 2019/20 Cost
Six-month Survey for Scots Pine, St Margaret's Churchyard and Willow Tree, Pond

MAY

Audit Return
Annual Insurance Renewal
Standing order review
Financial Regulations and Risk Assessment Review
Councillor Training

JULY

SEPTEMBER

Tree Management for 2020

NOVEMBER

Commissioning of Annual Playground Inspection
Draft Parish Precept and Budget Setting

JANUARY

Approval of Parish Precept and Budget

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota; Cllr Millard March; Cllr Ratsey
May; Cllr Bruce July; Cllr Walker Sept; Cllr Hitching Nov; Cllr Koopowitz Jan