**C19-12 Agenda**

## Apologies for absence

1. **Disclosure of interests under the Council’s Code of Conduct**. To receive any disclosure by members of their pecuniary interests in matters on the agenda and to consider any applications for dispensations from the requirement for members to withdraw from discussion and voting on that agenda item. Please also advise of any changes to the Register of Interests.

## Questions from Members of the Public

1. **Minutes of Meeting and Planning Meeting held on 6th November 2019**
2. **Matters arising from the minutes**
3. **Parish Questionnaire**

Councillors to review the proposed first draft and agree the format and final questions.

1. **GDPR Update**

Councillors to review the report from the Clerk and to discuss/resolve:

* 1. Revised GDPR policy
  2. New Staff/Councillor GDPR agreements

1. **Budget for 2020/21**

Councillors to review and agree in principle the draft budget. At the January 2020 meeting Council will need to agree the final budget to send to Rother.

1. **Update on the Outdoor Gym Instalment**

Councillors to receive a verbal update on the situation and asked to resolve the final quotes for the replacement play equipment and wetpour which will go next to the outdoor gym.

1. **Strengthening Local Relations Meeting – Highways**

Councillors to receive a report back from the meeting with Highways.

1. **Public realm items**

Councillors are asked to discuss and agree:

* 1. The final quotes for the fingerpost signage by the bowls/tennis club for pedestrians.
  2. The slide replacement options for Churchfields.
  3. Balance beam replacement quote for the recreation field.

1. **Administration update**

Councillors to receive verbal update on progress.

**Reports**

1. **District and County Councillor’s report**
2. **Chairman of Trustees report**
3. **Chairman of the Council and other member’s reports**
4. **Cricket Club Report**
5. **Correspondence to the Clerk**
6. **Financia****l Monthly Reports.**

To consider the:

* 1. monthly bank statement of budget against income and expenditure and the bank reconciliation;
  2. the attached schedule of payments and receipts.

1. **Dates of forthcoming events/meetings**

**8th January 2020 –** Planning and Council meeting in the Church Hall from 6.30pm. Councillors to confirm venue for the 8th January meeting as the Church Hall is unavailable.

1. **Handyperson Vacancy – Closed session**

Councillors to discuss the position of the handyperson vacancy.

**Schedule of payments and receipts received up to 28th November 2019.** *Please note an up to date payment schedule will be distributed to Councillors at the meeting. Any new payments will be read out.*

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| **PAYMENTS** |  |  |  |  |
| **Payee** | **Item** | **Cost** | **Vat** | **TOTAL** |
| Jane Clarke | Salary December – To be Paid 27/12/2019 | -- | -- | -- |
| Jane Clarke | Expenses: Setting up telephone system | £8.15 | £1.63 | £9.78 |
| Jane Clarke | Westfield Village Lights – PAID | £156.71 | -- | £156.71 |
| Jane Clarke | Royal Mail PO Box set up for 12 months – PAID | £285.00 | £57.00 | £342.00 |
| Trevor May | Power cleaning of the tennis courts – PAID | £750.00 | £150.00 | £900.00 |
| Uniserve | Setting up email domain westfiedcouncil.org.uk for 24months | £25.98 | £5.20 | £31.18 |
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