**Any member of the public wishing to sit in and listen to the meeting must register their request with the Clerk by midday on the 6th September. Written reports will be available online.**

**C20-09 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 Full Council Meeting held on 01/07/2020**
2. **Matters arising from the minutes**
3. **Four Year Parish Plan and Budget Setting**

The Clerk wishes to set up a working party to review the responses from the March 2020 questionnaire and put together an outline Parish Plan ready for the October 2020 meeting. All Councillors are encouraged to feed into the process and input remotely to support the production of the initial draft to set priorities and budgets for the next four years.

1. **Memorandum of Agreement**

Councillors to review the documentation and to resolve to enter into the agreement with the Trustees for the Parish Council to manage and oversee Westfield Parish Field.

1. **Update on Condition of the Playgrounds**
	1. **Reopening of playgrounds –** Verbal update form the Clerk on work completed.
	2. **Playground Inspection –** Councillors to review the reports and note the Clerks report on proposed works and to resolve the works and expenditure required.
2. **Parish Maintenance**
	1. **Dog Bin and Refuse Bin Contracts –** The Clerk to give a verbal update on the situation.
	2. **Parish Tree Survey –** Councillors to consider surveying the trees on their green spaces.
3. **Website**

The council has until the 27th September to ensure they are compliant with the new rules around access. Councillors to review the report from the Clerk about potential providers.

1. **Grant Update**

The Clerk to give a verbal update on the position of the two Rother Grants the Parish Council applied for and any further actions required.

**Reports**

1. **District and County Councillors** – Reports will be submitted to Councillors in writing beforehand.
2. **Chairman of the Council and other member’s reports** – Verbal updates received.
3. **Reports from local sport teams –** Any reports received will be posted online.
4. **Correspondence to the Clerk –** Report will be online to view with actions required.
5. **Planning Applications** – Councillors to review the applications received since last meeting.
6. **Financia****l Monthly Reports and Updates**

To consider and resolve the:

* 1. Monthly bank statement reviewed against income and expenditure report and the bank reconciliation.
	2. The attached schedule of payments and receipts for August.
	3. Councillors to review and note any correspondence received from theExternal Auditors.
	4. The Clerk requests to organise a 6 month review with the internal auditor up to £160.
	5. Councillors to consider changing banks due to the unresolved issues with Lloyds Bank.
	6. Councillors to review the insurance renewal documentation. Clerk to report any changes in the asset register that may affect the premium. Westfield Parish Council is still locked into Norris Fisher until 2021.

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| --- | --- | --- | --- | --- |
| **PAYMENTS** |  |  |  |  |
| **Payee** | **Item** | **Cost** | **Vat** | **TOTAL** |
| Jane Clarke | Salary September | -- | -- | -- |
| Jane Clarke  | Clerk Expenses Owed | £88.36 | £9.32 | £97.68 |
| Tamar Tele. | Monthly phone redirection | £14.97 | £2.99 | £17.96 |
| Nest Pensions | Monthly employer pension contribution | £131.70 | £0.00 | £131.70 |
| Uniserve | Monthly email and Microsoft Basic | £49.40 | £9.88 | £59.28 |
| Uniserve | Back up of share point data on cloud plus Clerk mailbox for one year | £90.00 | £18.00 | £108.00 |
| HMRC | Quarterly payment | £1,404.98 | £0.00 | £1,404.98 |
| Rialtas | Additional Payment to pay the VAT | £0.00 | £24.80 | £24.80 |
| Signomatic | Metal signs for playgrounds | £378.20 | £75.64 | £453.84 |
| SafePlay | Annual Playground inspections | £400.00 | £80.00 | £480.00 |

Please note any additional payments will be read out on the night.

1. **Confirmation of the date of next Full Council Meeting (this will be virtually held).** The Clerk would like to propose holding all future meetings on the 2nd Wednesday of each month.