



# WESTFIELD PARISH COUNCIL

Clerk; Mrs Lesley Bannister, 22 Oakhill Drive, Broad Oak, Brede, TN31 6DT  
Tel: 07399 229 739, e-mail [westfieldcouncil@gmail.com](mailto:westfieldcouncil@gmail.com)

**Councillors are summoned to the Annual General Meeting of  
Westfield Parish Council to be held in the Church Hall on 15<sup>th</sup> May 2019 at 7:00pm**

**C19-05**

## **Agenda**

- 1. Election of Chairman**
  - 2. Election of Vice Chairman**
  - 3. Apologies for absence.**
  - 4. 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.
  - 5. Questions from Members of the Public on matters on the agenda**
  - 6. Minutes of the Full Council Meeting held on 2<sup>nd</sup> April 2019 – already distributed**
  - 7. Appointment of Working Groups and Committees**
    - 7.1 Planning
    - 7.2 Recreation
    - 7.3 Finance
    - 7.4 Personnel
    - 7.5 Emergency Planning
  - 8. Policies and TOR for Committees and Working Groups - to review and consider adopting**
    - 8.1 Standing Orders
    - 8.2 Financial Regulations
    - 8.3 Risk Management Plan
    - 8.4 Training Policy
  - 9. Appointment of Parish Council Representatives**
    - 9.1 Church Hall
    - 9.2 Tennis Club
    - 9.3 WCA Management Committee
    - 9.4 Tree Warden
    - 9.5 RALC
  - 10. Agree a Schedule for meeting dates in the forthcoming year**  
(may wish to consider moving January meeting as in 2018 and 2019, i.e. 8<sup>th</sup> January 2020)
  - 11. Action Plan – to discuss and approve Council's 12-month plan**
- Reports:**
- 12. District and County Councillor's report**
  - 13. Chairman of Trustees report**
  - 14. Chairman of the Council and other member's reports**
  - 15. Playground Report**
  - 16. Cricket Club**

## 17. Correspondence

## 18. Financial

**21.1 Monthly reports.** To consider the monthly statement of budget against income and expenditure, and the bank reconciliation.

**21.2** To consider the attached schedule of payments and receipts

## 22. Dates of forthcoming events/meetings

**22.1 5<sup>th</sup> June 2019** – Planning and Council meeting in the Church Hall from 6.30pm

Signed: *L A Bannister*

Clerk & RFO

10.05.2019

## Schedule of payments and receipts

15<sup>th</sup> May 2019

<b>PAYMENTS</b>				
<b>Payee</b>	<b>Item</b>	<b>Cost £</b>	<b>Vat £</b>	<b>TOTAL £</b>
K Darbyshire	Clerk's April salary	449.32		449.32
L Bannister	Clerk's April salary	825.35		825.35
L Bannister	Mileage and expenses April	89.54		89.54
B Firman	April payment for weekly playgrounds/bus shelters litter collection	45.00		40.00
Paul Masters	Playground inspection February	20.00		20.00
Optivo	Annual rent play area Churchfield	10.00		10.00
Rother District Council	Emptying Dog Waste Bins	1482.00	296.40	1778.40
WCA	Print costs for WCA Newsletter & expenses	372.00		372.00
<b>RECEIPTS</b>				