

NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 8TH JULY, LAYER VILLAGE HALL, 7:30pm

Clerk and Responsible Financial Officer: Mark Large

1. APOLOGIES

- a. **RECEIVE** apologies for absence

2. DECLARATIONS OF INTEREST

- a. **RECEIVE** declarations of interest relating to the agenda

3. MINUTES

- a. **APPROVE** minutes (previously circulated) of the PC Meeting 10th June 24 – *for signature by the Chair*
- b. **RECEIVE** minutes of the Personnel Committee Meeting 10th June 24
- c. **CONSIDER** recommendations of the Personnel Committee

4. ACTION TRACKER

5. PUBLIC PARTICIPATION (*not exceeding 15 minutes*)

- a. **RECEIVE** reports from City Councillors
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration

6. GOVERNANCE

- a. **RESOLVE** to create a Finance Approval Committee to have oversight of governance and proper controls, approval of accounts payable and bank account reconciliation (Cllr Mrs M Holmes, Cllr Mr M Salmon)
- b. **RECEIVE** and **APPROVE** terms of reference for proposed Finance Committee

7. PLANNING

- a. 232572 - Land east of The Ridings, Malting Green Road, Layer De La Haye Colchester CO2 0JE
- b. 241309 – Colchester Rifle Club, application to vary condition 2 to allow for increase in size of disabled toilet and storage facilities to suit the function of the building.

8. FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation for the months of April to June 2024 - *for signature by 2 members.*
- b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*
- c. **RECEIVE** progress report from Clerk and RFO on Internal Financial Control
 - i. New finance sheets, controls and governance, user guide – *Clerk & RFO*
 - ii. Amazon Business Account
- d. **RESOLVE** bank account administration, signatories (Cllr Mrs S Bennett), registration of the RFO
- e. **RECEIVE** ICO publication scheme report from Councillors responsible for freedom of information control - *Mrs S Hughes, Councillor Mrs C Chambers*
- f. **CONFIRM** the assets list for the year 2023/24 and set an appropriate minimum (replacement) value of assets for the asset register.

9. PARISH MATTERS

- a. Malting Green
- b. Local Plan
- c. PlayQuip Safety Inspection
- d. CALC meeting report

10. CLERK & RFO REPORT

- a. ParishOnline
- b. Mr Page Computers
- c. Correspondence received

11. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

12. NEXT MEETING – to confirm