



NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 11TH NOVEMBER, LAYER VILLAGE HALL, 7:30pm

Clerk and Responsible Financial Officer: Mark Large

1. **APOLOGIES - RECEIVE** apologies for absence
2. **DECLARATIONS OF INTEREST - RECEIVE** declarations of interest relating to the agenda
3. **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
4. **MINUTES** (previously circulated)
 - a. **APPROVE** minutes of the previous meeting – *for signature by the Chair*
 - b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting
5. **GOVERNANCE**
 - a. **CONSIDER** and **RESOLVE** to approve the recommendations of the Personnel Committee
 - b. **CONSIDER** and **RESOLVE** to approve recommendations of the Finance Approval Committee
 - c. **RECEIVE** update on ICO publication scheme report - *Clerk & RFO*
 - d. Code of Conduct training - **RECEIVE** update from Clerk & RFO
 - e. **RECEIVE** and **APPROVE** the assets list for the year 2023/24 and set an appropriate minimum (replacement) value of assets for the asset register – Clerk & RFO
 - f. **RECEIVE** and **APPROVE** the updated risk register
6. **PLANNING**
 - a. 242141 – The Cottage, Church Road, Application for prior approval for proposed single storey rear. extension
 - b. 241995 – 1 Martin End, Single storey side extension
7. **FINANCE**
 - a. Bank switch - **RECEIVE** update from Clerk & RFO
 - b. **RESOLVE** to **APPROVE** updated budgets for 24/25
 - c. **RESOLVE** to **APPROVE** budgets and precept calculation for 25/26 (precept calculation may change and need re-approving if any unexpected expenditure prior to submission deadline with Colchester City Council)
 - d. **RESOLVE** to **APPROVE** grant request for emergency electrical safety work at tennis courts
8. **PARISH MATTERS**
 - a. PlayQuip signage – discuss and revise in the light of current constraints, **RESOLVE** to **APPROVE** suggested signage quote from PlayQuip (how many signs and how mounted)
 - b. New defibrillator at multi sports courts *Clerk & RFO update*
9. **CLERK & RFO REPORT**
 - a. New web site - **RECEIVE** update from Clerk & RFO
 - b. Correspondence received
 - c. **REVIEW** action tracker
10. **BRIEF REPORTS OF MEMBERS** – matters for forthcoming agenda
11. **PERSONNEL MATTERS – RESOLVE** pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.
12. **RECEIVE** verbal update on historic personnel issues – Clerk & RFO
13. **NEXT MEETING** – 9 December 2024 19:30