



NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 9TH DECEMBER, 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 discuss the assets list for the year 2023/, then formulate a resolution to approve the asset list, along with any further actions required
 - f. **RECEIVE** and discuss original format risk register versus new format risk register, then formulate a resolution to approve one of the risk registers, along with any further actions required
 - g. **RECEIVE** and **APPROVE** the updated DPIA
 - h. **RECEIVE** and **APPROVE** the latest NALC Financial Regulations
6. **PLANNING**
 - a. Currently no new applications...
7. **FINANCE**
 - a. Bank switch - **RECEIVE** update from Clerk & RFO
8. **PARISH MATTERS**
 - a. To be decided...
9. **CLERK & RFO REPORT**
 - a. New web site - **RECEIVE** update from Clerk & RFO
 - b. PlayQuip Signage - **RECEIVE** update from Clerk & RFO
 - c. Correspondence received
 - d. **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** – 13th January 2025 19:30