LAYER DE LA HAYE PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 10TH FEBRUARY 2025, 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** recommendations of the Personnel Committee
    b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
    c. **RESOLVE** to **APPROVE** the following policies, schemes and procedures:
        i. Retention and Disposal Policy
        ii. FOI Publication Scheme
        iii. Complaints Procedure
        iv. Vexatious Complaints Policy
        v. Email acceptable use policy
        vi. Gifts and Hospitality Policy
        vii. Staff Recruitment Policy
    d. **RECEIVE** and discuss the risk register, then formulate any resolution deemed necessary, along with any further actions required
6. **PLANNING**
    a. 250157 – 77 High Road - Removal of existing conservatory with the construction of a single storey side extension. Replacement windows to existing property.
7. **FINANCE**
    a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee
8. **PARISH MATTERS**
    a. **RESOLVE** to **APPROVE** sign for display at multi sports courts
    b. **CONSIDER** and discuss Bank holiday picnic event, then formulate any resolution deemed necessary, along with any further actions required
    c. Driving on Malting Green – update
    d. Genesis – Oak tree at Heatherfields - update
    e. **CONSIDER** and discuss Enovert Grant application, then formulate any resolution deemed necessary, along with any further actions required
    f. Police, Fire and Crime Commissioner update
    g. News Letter
    h. Easter Egg Hunt
9. **CLERK & RFO REPORT**
    a. Correspondence received/sent
    b. **REVIEW** action tracker
10. **BRIEF REPORTS OF MEMBERS** – matters for forthcoming agenda
11. **PERSONNEL MATTERS** - **RESOLVE** pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.
12. **CONSIDER** and discuss recent internal correspondence, then formulate any resolution deemed necessary, along with any further actions required
13. **RECEIVE** update on historic personnel issues. **CONSIDER** and discuss question raised by Cllr P Pyke, then formulate any resolution deemed necessary, along with any further actions required
14. **NEXT MEETING –** 10th March 2025 19:30