



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

www.takeleyparishcouncil.co.uk

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 1st June 2022 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

Council Members: Pat Burnett (Chairman), Geoff Bagnall (Vice Chairman), Jim Backus, Tricia Barber, Phill Bodsworth, Sonja Carr, Jackie Cheetham, Lucy Johnson, Carol Pratt, Dom Roque, Linda Steer, Sue Sprules.

Signed: *Jackie Deane*
(Locum Clerk)

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated. Your contribution towards operating a Covid safe meeting is welcomed.

AGENDA

Item	Part 1
1.	Apologies for Absence Received from Cllr Steer.
2.	Declarations of Interest
3.	Public Forum
4.	Minutes of the Last Meeting To approve the Minutes of the Meeting held on 4 th May 2022.
5.	Ward Councillor/County Councillor Reports To receive reports from the District and Councillor.
6.	Outside Bodies Reports Councillor representative reports to note.
7.	Clerk's Report 1) Maintenance on the 2 x fire roller shutters has been arranged at a cost of £235. 2) A grant application has been submitted to UDC for up to £3,500 for a cinema screen system for use by hirers of the community hub and by the youth centre. 3) Bin collection frequencies have been checked and recent requests for increased collections had not been actioned. In specific locations there has been excess

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	<p>dumping of what appears to be domestic in our bins.</p>
8.	<p>Finance Report and Recommendations Appendices 1 - 10</p> <p>1) To note the May finance report of payments and receipts.</p> <p>2) To ratify the finance committee RECOMMENDATIONS herein proposed by Cllr Backus, seconded by Cllr Burnett.</p> <p>RECOMMENDATION: To approve Actuals v Budgets for the full year 2021/22 (Document is appended to April Full Council Minutes Appendix 1).</p> <p>3) To ratify the finance committee RECOMMENDATION: To approve the Revised Budgets for 22/23 with reserved funds (Note: The document is appended to April Full Council Minutes Appendix 1).</p> <p>4) To approve Standing Orders adopted in April 2022 (previously noted).</p> <p>5) To approve Financial Regulations adopted in April 2022 (previously noted).</p> <p>6) To approve the Regular payments schedule (Contracts & Affiliations) – Appendix 2.</p> <p>7) To approve the Revised Asset Register - which includes contents of School House - Appendix 10.</p> <p>8) To approve the schedule of Risk Management 2021/22 - Appendix 3.</p> <p>9) To approve the internal audit report for 2021/22 from Mr Mike Letch – Appendix 4.</p> <p>10) To approve the bank reconciliation to 31/3/2022 recommendation to approve at the full council meeting - Appendix 5</p> <p>11) To approve the Variance Report 2021/22 - Recommendation to approve at Full Council 1st June - Appendix 7</p> <p>12) Dates for Exercising Electors Rights Recommendation: To approve the dates on the schedule</p> <p>Note: Recommendation to put up a separate notice with availability during office hours from 23rd June to Thursday 21st July , 9am-1pm, on Mondays to Thursdays at the Old School House – Appendix 8 (tabled).</p>
9.	<p>Annual Governance Statement – Appendix 6 (tabled)</p> <p>The internal audit page has been completed and signed by Mike Letch.</p>

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	<p>a) To approve Accounting Statement 2021-22 (AGAR Section 2 in conjunction with the variance report for other receipts, staff costs, where the locum clerk cost is in a separate budget line, and other payments explanations. Recommendation for the Clerk to sign part 2 at the Full Council meeting.</p> <p>b) To ratify the Finance Committee RECOMMENDATION: To approve Annual Governance Statement 2021/22 To be signed by the Clerk and the Chair at the Full Council meeting.</p>
10.	<p>Insurance – Appendix 9</p> <p>To consider a comparison table of insurance schedules and the recommendations from the Finance Committee.</p> <p>To review three quotes & recommend insurance policy for 22/23 and consider the RECOMMENDATION:</p> <p>To accept the proposal from BHIB for a 3-year fixed agreement at a £2122.38 (Proposed by Cllr Burnett, seconded Cllr Sprules, all agreed)</p>
11.	<p>Planning Committee Report and Recommendations</p> <p>a) To receive meeting notes in lieu of minutes for 18th May 2022.</p> <p>b) To note that correspondence has been sent to Peter Holt, CEO at the district council outlining the parish council's concerns relating to planning applications heard at UDC's 11th May Planning Committee Meeting.</p>
12.	<p>Neighbourhood Plan Update</p> <p>1) To note the resignation of the Chair of the Neighbourhood Plan Steering Group to note a report from the Chair of the Steering Group.</p> <p>2) To receive an update on recent progress and potential next steps for the Steering Group.</p>
13.	<p>Warish Hall Appeal</p> <p>To receive an update.</p>
14.	<p>Grant Requests</p> <p>To consider grants for:</p> <p>1) Takeley Primary School</p>

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	2) The Christian School.
15.	Resident and Airport Parking Issues To discuss issues raised by residents and consider actions, including participation in UDC's public consultation.
16.	Staffing Committee Structure and Terms of Reference <ol style="list-style-type: none">1) To note and discuss the report (to be circulated on email)2) To consider the recommendations in the report.3) To approve the Committee terms of reference and membership4) Delegated authority to recruitment to the permanent post administrator5) Update on the Parish Clerk & RFO vacancy
17.	Correspondence Requests for donations from Takeley Primary School and the Christian School. Consultation on parking restrictions.
18.	Items to Note and for Future Meetings
19.	Date of the Next Meeting The next Full Council meeting is due to take place on
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
To enter Part 2:	
<ol style="list-style-type: none">a) To note that references have been received for the new caretakerb) To note that an application was received for the post of Clerk and RFO.c) Clerk recruitment - interviewing for the post of Clerk and RFOd) Next steps to be discussed and agreed.	

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