

COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING AGENDA
Takeley Parish Council





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All members of **TAKELEY PARISH COUNCIL** are summoned to attend a **FULL COUNCIL MEETING** to be held via **VIDEO-CONFERENCE CALL** on **7 APRIL 2021 AT 7:30PM** for the transaction of the business as set out below.

AGENDA

ITEM #	BUSINESS	NOTES
21/01-01	NOTE AND APPROVE APOLOGIES FOR ABSENCE	
21/01-02	CONFIRM DECLARATION OF INTEREST FOR THIS MEETING	
21/01-03	RECEIVE AND APPROVE THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 5 MARCH 2021	✋
21/01-04	PUBLIC PARTICIPATION SESSION <i>This provides an opportunity for members of the public to raise questions and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person)</i>	
21/01-05	RECEIVE DISTRICT AND COUNTY CLLRS REPORT(S)	
21/01-06	RECEIVE CLERK'S REPORT & NOTE CORRESPONDENCE	
21/01-07	FINANCE – RECEIVE THE DRAFT MINUTES AND FINANCE STATEMENT OF THE FINANCE COMMITTEE MEETING OF 25 MARCH 2021	
21/01-08	AUDIT – AGREE APPOINTMENT OF INTERNAL AUDITOR Mrs. Morton 2021 fee £75 - £100 Mr. Letch 2020 fee £150	✋
21/01-09	PLANNING – RECEIVE DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING OF 10 MARCH 2021	
21/01-10	DISCUSS INTEREST IN ORGANISING A NEIGHBOURHOOD PLAN	
21/01-11	RECREATION GROUND AND SPORTS FIELD – RECEIVE UPDATE	
21/01-12	TAKELEY 10K RUN AND THE PARISH COUNCILS' DONATION	
21/01-13	RECEIVE QUOTES FOR THE CLEANING OF THE WAR MEMORIAL AND AGREE NEXT ACTION QUOTE 1 £1000 CHEMICAL CLEAN QUOTE 2 CLEAN AND RE-ENAMEL LETTERING £873 + CLEAN WITH SCAFFOLDING PROVIDED £550 TOTAL £1423 (CURRENT ACCOUNT BALANCE: £73,784.94 OLD SCHOOL HOUSE ACCOUNT: £21,349.32)	✋

21/01-14	CCTV - DEPUTISE GRAHAM MANN	
21/01-15	<p>OLD SCHOOL COMMUNITY CENTRE – APPROVE SCHEDULE OF MAINTENANCE & DISCUSS CLEANING</p> <p><u>QUOTES</u></p> <p>FIRE ALARM SYSTEM - £120</p> <p>AIR CHANGE UNIT - £255 + FILTERS £455 EACH</p> <p>GAS COOKER - £140</p> <p>GAS SAFTEY SYSTEM + EXTRACTOR - £220</p>	
21/01-16	ROADMAP FOR FACE-TO-FACE MEETINGS	
21/01-17	AGREE DATES FOR THE ANNUAL PARISH ASSEMBLY AND ANNUAL COUNCIL MEETING	
21/01-18	<p>TRAINING – COUNCILLOR COURSES FROM EALC (COST PER PERSON)</p> <p>9TH JUNE LAW AND PROCEDURES - £90.00</p> <p>10TH JUNE CODE OF CONDUCT - £70.00</p> <p>14TH + 28TH JUNE COUNCILLOR TAINING DAY 1+2 - £180.00 (£90.00 PER DAY)</p> <p>SHORTCOURSE 2 HOUR SESSION</p> <p>MON – THURS - £300.00 (MAX 7 COUNCILLORS) / £395.00 (8 – 14 COUNCILLORS)</p> <p>FRI - £325.00 (7) / £505.00 (8-14)</p> <p>SAT - £350 (7) / £520 (8-14)</p>	
21/01-19	REPORT FROM THE WORKING GROUP ON THE OLD SCHOOL TOILET BLOCK BUILDING	
21/01-20	<p>ITEMS OF NOTE OR INCLUSION ON NEXT AGENDA</p> <p>At this point the public and press maybe be excluded from the meeting due to the sensitive nature of the discussion under section 100 (A)(4) of the Local Government Act 1972.</p>	
21/01-21	REPORT FROM STAFFING GROUP	
21/01-22	DATE OF NEXT MEETING(S) – TBD MAY 2021, 7:30 PM – CLOSE	

Luke Brown Locum Parish Clerk - Dated 31 March 2021, the Public and Press are welcome to attend. A Public PARTICIPATION SESSION is HELD AT THE BEGINNING OF THE MEETING where contributions are always welcome at the Chairman's discretion.

The ZOOM joining instructions are available from the Clerk and will appear on the Home page of the parish council website once established with the video conferencing APPLICATION provider.