



# North Weald Bassett

## PARISH COUNCIL

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Clerk to the Council

Susan De Luca

29<sup>th</sup> May 2019

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### TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday 3<sup>rd</sup> June 2019**, in North Weald Library, High Road, North Weald Bassett at **7.30pm** to transact the business shown in the Agenda below.

Susan De Luca

### Clerk to the Council

*Members of the public and press are invited to attend this meeting*

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### AGENDA

#### 1. COUNCILLOR BRIAN BARTRAM

To Formally Report the death of Councillor Brian Bartram, Councillor for Hastingwood Ward.

#### 2. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence.

#### 3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

#### 4. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record:

The Minutes of the Meeting of the Parish Council held on 13<sup>th</sup> May 2019 as attached at as attached at **Appendix 1**.

#### 5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice*

#### 6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.*


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## 7. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

To **RECEIVE** the report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council. *To be Tabled.*

*NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.*

## 8. REPORTS & MEMBERS REPORTS

 Members are reminded that in order to ensure smooth and **prompt running of the meeting** it would be **prudent to provide the Clerk with a written copy of their report in order that this can be circulated to all Members with the Agenda.**

To **RECEIVE** any questions emanating from any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies, and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 2: if they have been submitted by Members for inclusion**

### MEMBERS REPORTS

- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports, District Councillors are Invited to Submit a Written Report if they are Unable to Attend the Parish Council Meeting
- d) County Councillor Reports – If Available
- e) Parish Councillors Reports
- f) Local Plan
- g) Neighbourhood Plan
- f) Queens Hall Charity – Verbal Report

## 9. FINANCIAL REPORTS


### a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 31<sup>st</sup> May 2019 and **NOTE** the account balances at the end of the month

### b) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Good progress has been made the majority of the items in the filing room at the back of the office (as per GDPR) with the exception of those in the main filing cabinets have been sorted and have been taken to the container. The items that have to remain are now easily available to staff. Boxes that were moved from the filing room in the Parish Hall into the Container are now starting to be sorted, five have been completed so far. The large cupboard in the Storage area at the rear of the Parish Hall has been cleared and the Neighbourhood Plan Storage has been placed in there. Staff intend to undertake this task as and when possible hoping to do this on a Thursday morning.

### c) INTERNAL AUDIT

 The Internal Auditor attended the office on Friday 24th May, a copy of his report is appended for Members perusal at **Appendix 3**

**d) EXTERNAL AUDIT**

☞ Councillors are asked to note that the date on which the External Audit must be approved and published by the Parish Council is 1<sup>st</sup> July 2019. This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda at **Appendix 4** is a copy of the Annual Governance and Accountability Return (AGAR). Council is now asked to:

- a) Note the ongoing review of the effectiveness of the system of internal control
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.

To also **NOTE** the period of public rights and publication of the unaudited annual return is between 17<sup>th</sup> June and 26<sup>th</sup> July, and that the relevant notices will be erected prior to this date.

**10. REQUEST TO USE THORNWOOD FIELD FOR FOOTBALL BY EPPING YOUTH** ☞

☞ Following on from the last meeting, when a Member of the public made a request for the Thornwood Field to be used for the playing of Football matches from September 2019 to May 2020. A draft Contract (which will be subject to amendments) has been received from Epping Town Council. We would aim to use this Contract as it is tried and tested. Confirmation of the hire charges are now needed.. Notes of the meeting between the Parish Councillors and Epping Youth Football Club are attached at **Appendix 5**.

**11. ECC LIBRARY**

We have heard from ECC Cllr Susan Barker that she will be willing to meet with the Clerk, and two Members of the Parish Council on the 7<sup>th</sup> June at County Hall (Cllrs Buckley & Tyler have indicated that they would be willing to attend with the Clerk). However ECC do require a Business Plan prior to the meeting (this had not been asked for as a requirement). The Clerk and the Senior Administrative Officer are currently working on an Outline Business Plan, as we have not been given a full financial breakdown of the running costs for the Library, just one overall cost.

**12. PARISH HALL AT THORNWOOD** ☞

Cllr Spearman to give an update on the new signage on the Parish Hall at Thornwood Common.

**13. EXCLUSION OF THE PUBLIC AND THE PRESS** ☞

In the event that the Agenda contains Exempt (f) motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There are currently **NO** confidential items to be considered