WRITTLE PARISH COUNCIL
Parish Office, The Green, Writtle,
Chelmsford, Essex, CM1 3DT
Tel: 01245 420066 Email clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

Councillors are summoned to attend the Parish Council Meeting on Monday, 6 June 2022 at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT

AGENDA

PC.22/23.49 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.22/23.50 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.22/23.51 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 16 May 2022 as a true and correct record (Appendix 1).

PC.22/23.52 **Declaration of Interests.** All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.

PC.22/23.53 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.22/23.54 **Financial reports.** To receive the accounts and agree payments of May 2022. To receive the latest bank reconciliations (Appendices 3a, 3b, 3c).

PC.22/23.55 **Fixed Asset Register.** To receive the register for 2021/22 (Appendix 4)

PC.22/23.56 **Review of policies.** To agree the following policies – Asset Register Policy, Co-option Policy, Memorial Plaque Policy and Record Retention Policy (Appendices 5a, 5b, 5c, 5d)

PC.22/23.57 **Risk Management Schedule**. To agree the schedule (Appendix 6)

PC.22/23.58 **Year End Internal Audit 2021/22**. To note the year end internal audit (Appendix 7).

PC.22/23.59 **Annual Internal Audit Report 2021/22**. To receive and note the Annual Internal Audit Report (Appendix 8).

PC.22/23.60 **Appointment of Internal Auditor for 2022/23**. To consider the re-appointment of Heelis and Lodge.

PC.22/23.61 **Insurance cover.** To note the councils arrangements for insurance cover (Appendix 9). To consider the valuation of council buildings.

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PC.22/23.62 **Annual Governance and Accountability Return 2021-2022 (AGAR). Annual Governance Statement.** The council to approve the Annual Governance Statement 2021/22 (Section 1 of the AGAR) and review the variances sheet (Appendices 10a, 10b, 10c, 10d).

PC.22/23.63 **Annual Governance and Accountability Return 2021-2022 (AGAR). Accounting Statements.** The council to Approve the Accounting Statements 2021/22 (Section 2 of the AGAR). To note the period for the exercise of public rights to inspect the accounts (Appendices 11a, 11b, 11c).

PC.22/23.64 **National Grid Pylon Consultation.** To consider the council's response

PC.22/23.65 **Christmas Tree Festival**. To consider whether the council would like to enter this year's festival (Appendix 12).

PC.22/23.66 **Writtle News.** To consider articles for the next edition. Deadline 1 July.

PC.22/23.67 **E-newsletter.** To note the first edition.

PC.22/23.68 **Fishmongers.** To consider the request from Fresh and Wild Fish for a weekly pitch on the Green.

PC.22/23.69 **Keyholder for the parish office**. To consider an additional keyholder for the office.

PC.22/23.70 **Committee Reports**: to receive minutes or written report from Committees:-

1. Planning and Development (Cllr Bell)
2. Environment (Cllr Gannicott)
3. Highways & Transport (Cllr Cracknell)
4. Playing Fields (Cllr Sloman)

PC.22/23.71 **Working party updates and specific projects**

1. Warren Farm Development Working Party (Cllr Hibbitt)
2. Writtle Community Association (Cllr Schmid/Cllr Bray)
3. Writtle Mill (Cllr Bell)
4. North-West Action Group (Cllr Hibbitt)

PC.22/23.72 **To receive written reports of external meetings attended by any Parish Councillor or officers.**

PC.22/23.73 **To receive written reports from County and City Councillors.** Questions to the councillors

PC.22/23.74 **Items for inclusion in the next agenda.**

PC.22/23.75 **Date of the next meeting.** The next meeting is on Monday, 4 July 2022 at 7.30pm

Signed *Lauretta Fox* **Date** 30 May 2022