

WHINBURGH & WESTFIELD PARISH COUNCIL

5 June 2022

Members of the Public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh on Tuesday, 14 June 2022 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson
Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **Standing item:** Play equipment inspection.
6. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 17 May 2022.
7. **To report** matters arising from the minutes not on the agenda: **for information only.**
8. **To receive** the following correspondence available at the meeting, or * distributed by email:
 - 8.1. Gallagher Insurance Brokers Limited: *Confirmation of Renewal.*
 - 8.2. Hiscox: *Certificate of Employers Liability Insurance.*
9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
10. **To receive** a report from Cllr. Latham on the Platinum Jubilee celebrations.
11. **To note** that, after consulting with members, the Clerk has arranged for the Annual Play & Adult Exercise Equipment inspection to be carried out by David Bracey. Mr Bracey has Register of Play Inspectors International accreditation.
12. **To consider** purchasing a new Notice Board to replace the damaged Whinburgh one.

13. **To agree** necessary changes to the Council mandate with Barclays Bank following the resignation of Tony Needham, and **to sign** the necessary forms.
14. **To receive** and **note** the report to Council from the Internal Auditor and completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22.
15. **To approve** the AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22.
16. **To approve** the AGAR 2021/22 Form 2 Section 2 - Accounting Statements 2021/22.
17. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review.
18. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
19. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 20 June 2022.
20. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
21. **To approve** the Explanation of variances and Bank reconciliation.
22. **To appoint** an Internal Auditor for 2022-2023.
23. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
24. **To note** the following decision authorised by the Clerk using delegated powers:
 - 24.1. Payment of £3,334.00 (cheque no. 100919) to David Stoker, in settlement of invoice IV00002 for work on the Play Area and storage shed.
25. **Finance.**
 - 25.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,099.02 (salary for 28 March 2022 to 26 June 2022: £963.82; Homeworking Allowance: £19.50; Mileage Allowance for 7 February 2022 to 5 June 2022: £115.70).
 - 25.2. **To approve** payment of £52.65 (Postage £38.87, Field & Pavilion £10.00, VAT £2.00) to the Clerk as reimbursement for items paid on behalf of the Council for 10 February 2022 to 5 June 2022.
 - 25.3. **To receive** the monthly Financial Report.
26. **To decide** on any matters for consideration at next meeting.
27. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 19 July 2022 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 19 July 2022	Tuesday, 18 October 2022	Tuesday, 17 January 2022
Tuesday, 16 August 2022	Tuesday, 15 November 2022	Tuesday, 14 February 2023
Tuesday, 13 September 2022	Tuesday, 13 December 2022	Tuesday, 14 March 2023

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.