

Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 16 May 2023 at 7.40pm, to which you are summoned for the transaction of the following business

Summons	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
Invitees	The General Public, Cllr Howard Roberts and Cllr Dale Keeling
Meeting Chair	To be elected
Minute Taker	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting* and may raise questions or comment on agenda items during Public Participation.

Members of the public are not expected to speak at any other time during the meeting.

*Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'.

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of the Meeting held on 18th April 2023**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Street lighting maintenance contract
 - 6.2 Church clock repairs
 - 6.3 Planning reference R23/0354
 - 6.4 Planning reference R23/0355
 - 6.5 Contribution to Willoughby Monthly printing costs
- 7. Planning Applications**
 - 7.1 None
- 8. Highways, Street Lighting and Footpaths**
 - 8.1 None
- 9. Finance**
 - 9.1 To approve the payments in the schedule attached to this agenda
 - 9.2 To review the bank mandate
 - 9.3 To receive the Annual Internal Audit Report for the year ended 31st March 2023
 - 9.4 To confirm the dates of the period for the Exercise of Public Rights
 - 9.5 To confirm the arrangements for external audit by Moore UK
- 10. Councillor Vacancy**
 - 10.1 To consider the next steps in the recruitment of a Councillor
- 11. Policies**
 - 11.1 To approve the Equality and Diversity policy
- 12. Communication**
 - 12.1 To confirm a Parish Clerk Facebook profile
- 13. Annual Community Meeting**
 - 13.1 To consider the actions arising from the Annual Community Meeting and the next steps
- 14. Play Rangers**
 - 14.1 To confirm the arrangements for the Play Rangers

15. **Correspondence** (for information only)
None
16. **Councillors' Reports and Items for the Next Agenda**
To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas
17. **Date of the next meeting:** 13th June 2023

SCHEDULE OF PAYMENTS TO BE APPROVED on 16 MAY 2023

Payee Name	Description of Service	Amount £
J Jarman	Clerk overtime	41.85
Greenstone Contracts	April mowing	470.00
Total Energies	Street light electricity – March 2023	107.12
M Thomas	Annual Community meeting refreshments	11.24
M Thomas	Overpayment for Coronation mugs – refund	2.00
Smiths of Derby	St Nicholas church clock maintenance	243.60
J Jarman	Printer ink cartridge	20.09
SLCC	Clerk subscription	69.50
Total		£965.40



Parish Clerk – Joanne Jarman
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