



HIGHWOOD PARISH COUNCIL

28th July 2020.

The Public and Press are invited (Public Bodies Admission to Meetings Act 1960) and all Councillors are summoned, to attend the forthcoming meeting of Highwood Parish Council, where the under-mentioned business is proposed to be transacted.

Karen Kuderovitch – Clerk to the Council

The Extraordinary Parish Council Meeting will be held on Wednesday 5th August 2020 @ 7.30pm

THIS MEETING WILL BE HELD VIA ZOOM – PLEASE CONTACT THE CLERK FOR LOGIN DETAILS

THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE

AGENDA

A decision to be made **Expenditure decision**

41/20.	Declaration of Interests All Members to be 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. The Chairman to members the opportunity to declare any interests and note them.
42/20.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
43/20.	Minutes The Minutes of the Parish Council Meeting of 15 th June 2020 to be approved and signed.
44/20.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
45/20.	Footpaths Representative Council to review an application from a resident for the position.
46/20.	Review of Community Projects/Action Plan Council to review the Action Plan document (to include CCTV/ANPR/Garage forecourts).
47/20.	Finance a) Clerk to present Bank Reconciliation/Bank Statements for end of June 2020. b) Clerk to present 1 st Quarter Budget Review – 20-21. c) Project Allocations to be reviewed & if necessary, reallocations made. d) Clerk to report from the Internal Audit and Council to note any recommendations. e) Council to approve the Annual Governance Statement for 19-20 – due to PKF Littlejohn by 31 st August 2020. Clerk to arrange signature by the Chairman.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex
CM3 8RR. Clerks Telephone 01245 842953

email: clerk@highwoodpc.org. www.highwoodpc.org





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	<p>f) Council to approve the figures for the Annual Accounting Statements for 19-20 – due to PKF Littlejohn by 31st August 2020. Clerk to arrange signature by the Chairman.</p> <p>g) Clerk to report on VAT refund.</p> <p>h) Review of Fixed Asset Register.</p> <p>i) Councillors to review and approve the following payments made/to be made – to be reported at the meeting.</p>		
	<table border="1"><tr><td>Unity Bank Account 20258735 as at 30th June 2020 = £19,815.57</td></tr><tr><td>Unity Bank Account 20258887 as at 30th June 2020 = £31,828.42</td></tr></table>	Unity Bank Account 20258735 as at 30th June 2020 = £19,815.57	Unity Bank Account 20258887 as at 30th June 2020 = £31,828.42
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48/20.	Planning Councillors to be offered to share any planning related information.		
49/20.	General Power of Competence 👍 Council to adopt the GPOC following the Clerks qualification received in August 2019.		
50/20.	General Village Items/Information <ul style="list-style-type: none">• Re-opening of Play Area• June Annual Report• Request from members of the public• Council Recess – Councillors to agree the August recess and share any holiday dates.• Clerk/Councillors to be offered the opportunity to share any further information.		
51/20.	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. 👍		
52/20.	Personnel Committee Chairman to report.		

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