

WALTON ON THE WOLDS PARISH COUNCIL

To the Chair and Members

You are summoned to attend the Ordinary Meeting of the Walton on the Wolds
Parish Council to be held in the Village Hall, Walton on the Wolds on

Tuesday 5th March at 7pm

Issued by Susan Stack – Locum Clerk on 28th February 2024

AGENDA

- 1 To receive apologies for absence
- 2 Declarations of Councillors' Interests in items on the agenda
- 3 Public Speaking - A period of not more than fifteen minutes will be made available for members of the public to raise any issues
- 4 To approve and sign minutes of the Meeting of the Parish Council held on Tuesday 6th February 2024
- 5 Progress on actions from previous meeting;
 - a) Chicken excrement (Chair)
 - b) Historic hedge and tree preservation (Chair)
 - c) Hedge trimming (T Lewis)
 - d) Footpath topping (T Lewis)
 - e) Overgrowing hedge Black Lane (Chair)
 - f) Resident parking near pub (Chair)
 - g) Access to bank (Chair)
 - h) General parking issues in the village
- 6 To receive a report from the Police
- 7 To receive a report from the Village Hall management
- 8 Update from District and County Councillors
- 9 To adopt and load onto website;
 - Purchase of grave space form (new)
 - Application of Interment form (new)
 - Memorial application form (new)
 - Grant application form (new)
- 10 Burial Ground matters – Audit and security of records

- 11 Financial matters
- a) To receive a list of payments made since last meeting
 - b) Scrutiny of any invoices outstanding for payment
 - c) Scrutiny of any quotations for work and appoint contractor/supplier
 - d) To receive and approve accounts as at 29th January 24
 - e) To register a Government gateway account
 - f) To register as an employer for PAYE
 - g) To register with the ICO
 - h) Unity Trust bank account application
 - i) Action regarding unidentified payments made
 - j) To review the Fixed Asset register
 - k) Financial Regulations (no change)
 - l) To purchase Microsoft programs and One Drive cloud storage
 - m) To allocate a budget (suggest £100) for Chairman's allowance for 2023/24 and 2024/25 years
- 12 Approve policies as below;
- Standing Orders (revised)
 - GDPR Policy (new)
 - Freedom of Information procedure (new)
 - Risk Management Policy (new)
 - Equality and Diversity Policy (new)
 - Complaints procedure (excluding staff)(new)
 - Document retention statement/publication scheme (new)
- 13 To review – Grazing field agreement for 31st March 2024-31st December 2024
- 14 To discuss – Requirement to have domain orientated e-mail address for the Council and how to achieve it
- 15 Date of the next meeting(s) –May 7th (APM).
- 16 To resolve that public and press be excluded from the meeting due to the confidential nature of the items to be transacted
- 17 Confidential Item – To appoint Clerk, decide on start date, pay scale range and general contents and sending of offer letter
- 18 To approve draft contract of employment