

Cherry Willingham Parish Council
The Millennium Hall, 16 High Street, Cherry Willingham, Lincoln, LN3 4AQ
Email: cwparishcouncil@gmail.com Tel: 01522 753398
Chairman of the Council: Cllr J Robinson
RFO: Christine Hodgson Clerk to the Council: Gill Shaw

A meeting of Cherry Willingham Parish Council's Full Council will be held at The Vine Centre on Monday 16th May 2022 at 7:30 pm.

At the beginning of the meeting, a Public Forum of no more than 15 minutes will be held. The Public may address the Parish Council on current matters or issues that may become future agenda items.

Agenda

- 1. To elect a Chairman and complete an Acceptance of Office form**
- 2. To elect a Vice-Chairman**
- 3. Welcome and resolve to accept apologies received by the clerk and accept reasons for absence.**
- 4. Declarations of Interest: To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. To note dispensations given to any member of the council in respect of the agenda items listed below.**
- 5. To receive reports from outside bodies, including the Police, District and County Councillors (if any) and agree actions as required**
- 6. Chairman's remarks**
- 7. To receive the notes of the Council meetings held on 19th April 2022 and 3rd May 2022 and agree for them to be signed as true records**
- 8. Finance:**
 - a) To receive the schedule of receipts and payments for April 2022 (attached)**
 - b) To receive the updated Asset Register as at 31/3/2022**
 - c) To resolve to approve Section 1- Annual Governance Statement 2021/2022 (signatures of Chair and Clerk to be added)**
 - d) To resolve to approve Section 2- Annual Governance Statement 2021/2022 (signature of Chair to be added)**
 - e) To consider purchasing two recording devices for meetings and resolve accordingly**
 - f) To review annual subscriptions to outside bodies**
- 9. To consider and agree to adopt the Terms of Reference for the Human Resources Committee**
- 10. To resolve that the Standing Orders, Financial Regulations, all other Terms of Reference and Policies are reviewed at the next meeting of Finance and General Purposes Committee and that their recommendations are brought to Full Council.**
- 11. To resolve on appointments**

As at 16/05/22 the appointments are:

Internal Auditor: LALC Authorised auditor

CWPC Website Organiser: Cllr Trahearn

CWPC Facebook Administrators: Clerk, Cllrs Bates, Andy Burge, Angela Burge, Fleetwood Houghton, Mellor, B Robinson

HSBC signatories: Cllrs Brylewski, Fleetwood, J Robinson and Trahearn

Nationwide signatories: (existing are C Hodgson and Cllr Fleetwood)

Certifier of bank statements: Cllr Houghton

Community Emergency Coordinator: Cllr Bates

Deputy Community Emergency Coordinators: Cllrs Andy Burge, Brylewski, Fleetwood and Mellor

Community Speedwatch Coordinator: Cllr Andy Burge

Burials Support Group: Cllrs Brylewski and Mellor

12. To resolve on membership of committees

(Note: It is a requirement of the Annual Meeting that the Council elects Members to committees. Each Member must sit on at least one committee. Chairs of committees, apart from Finance, will be elected by committee at their first meeting following the Annual Meeting. Finance Committee will consist of the Chair and Vice chair of the council and one member elected by each of the committees).

- a) **Human Resources Committee (3)**
 - b) **Planning Committee (7)**
 - c) **Village Improvement Committee (7)**
 - d) **Cherry Fields Committee (5)**
 - e) **Leisure and Amenities Committee (7)**
- 13. To receive reports and recommendations (if any) concerning the business of the Council and its Committees, Sub-committees etc, and agree any actions accordingly:** *(Note: queries from minutes: please see individual chairmen outside of the full council meeting to expedite the meeting)*
- a) **Planning matters (Chair: Cllr Bridgwood)**
 - i) To receive a report on any recent planning applications.
 - ii) To approve the actions, if required, of the Planning Committee.
 - b) **Leisure & Amenities Committee (L&A) (Chair: Cllr Brylewski)**
 - i) To receive a report on the meeting held on 25th April
 - ii) To consider the request from a resident for an additional bench in the Burial Ground
 - iii) To receive a report, if any, from the Future Burial ground Task and Finish group
 - c) **Cherry Fields Committee (CFC) (Chair: Cllr Jenny Robinson)**
 - i) To receive a report on the meeting held on 25th April
 - d) **Finance & General Purposes (F&GP) (Chair: Cllr Jenny Robinson)**
 - e) **Employment Committee (Chair: Cllr Bucke)**
 - f) **Village Improvement Committee (VIC) (Chair: Cllr Andy Burge)**
 - g) **Allotments Implementation Task and Finish group (Chair: Cllr B. Robinson)**
 - i) To receive a report on actions taken since the last Full Council meeting
 - ii) To agree to allow the Task & Finish group to spend up to £1000 on immediate expenses including planning permission, highways access application fees, test cultivation and grass cutting.
 - h) **Jubilee celebrations Task and Finish groups:** To receive reports from each of the Jubilee Celebrations organising groups and agree any actions as required
 - i) Bonfire/Beacon
 - ii) Party in the Park
 - iii) Platinum Picnic
- 14. To consider matters raised by residents at the Annual Parish Meeting and resolve on any actions accordingly**
- 15. To discuss matters relating to the flying of flags on the flagpoles and resolve accordingly**
- 16. To note any other correspondence received and to agree actions as appropriate**
- 17. Councillors' matters for report/notice of items to be included in the June 2022 agenda**
- 18. To resolve to move into closed session in accordance with the public bodies (admission to meetings) act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.**
- 19. To agree any matters relating to the new staffing appointments**
- 20. To agree any matters relating to any other staffing issues**

Date of next meeting: 20th June 2022 (agenda items by noon on Friday 10th June)

Christine Hodgson
RFO and Assistant Clerk