Parish Clerk

Email: Clerk@wistowparishcouncil.gov.uk

Dear Councillor’s

Parish Council Meeting – 08th of August 2023

You are hereby summoned to attend the Wistow Parish Council Meeting which has been arranged for **Tuesday** 08th of August 2023, commencing at **19.00hrs**, at the **Methodist Chapel Hall, Wistow.**

**Agenda**

08.08.23-01 To note that Samantha Edwards have been appointed as temporary cover as Clerk for a minimum period of 3 months, to be reviewed on the 08th of November 2023.

08.08.23-02 To receive Apologies of absence and consider the reasons for absence.

08.08.23-03 To receive declarations of Interest from the Parish Councillors.

08.08.23-04 To Agree Minutes of last meetings July 11th.

08.08.23-05 To decide on the Recruitment of Councillors

08.08.23-06 To decide upon a grants policy and available grants for 2023-2024

**Members of public issues**

08.08.23-06 To receive a complaint over the path condition on Selby Road and decide an action

08.08.23-07 Ongoing items

An update from acting clerk/Councillors of the actions list. *Appendix 1*

08.08.23-08 To agree and appoint temporary cover for working groups within the current council numbers subject to review once new Councillors are appointed.

(Did we agree this in the last meeting I think we did! If so, I need to remove this and add the people appointed to each group from the minutes of the last meeting)

08.08.23-09 Updates from Working Groups and consider an actions

* Finance - Dominic
* Policies and procedures – Charles, Richard
* Website – Emily
* Playground & Playfield – Richard, Amie
* Cemetery – Rob, Dominic

11.07.23-10 Closure of Meeting and date and time of next meeting

Future Meetings

* 12th September 7pm
* 10th October 7pm
* 14th November 7pm
* 12th December 7pm
* 9th January 7pm

*Appendix 1:*

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| *Agenda item* | *Action* | *Who* | *Notes* | *Date Completed* |
| *23.01* | *Follow up on 20s plenty signage* | *RH* | *Signs received, follow up action to put up signage* |  |
| *23.02* | *Draft policy on risk and contingencies* | *CR* | *Draft to be sent round all councillors once complete* |  |
| *23.03* | *Social media policy to be posted on the website* | *MH* |  |  |
| *23.04* | *Access rights to payroll portal inform Autella* | *Clerk* |  |  |
| *23.05* | *Confirm with Tree Surveyors to go ahead with work* | *Clerk* |  |  |
| *23.06* | *Advise Smart Start not to use their Allotment Area* | *DT* | *Completed – Work did not commence on the date advised – Chasing Contractor – Update 01/08/23 – Work due to be completed 07/08/23* | *01/08/23* |
| *23.07* | *Arrange a donation to the gardening club for the same amount given in 2022.* | *Clerk* | *Outstanding* |  |
| *23.08* | *Fix skatepark signage* | *RH* |  |  |
| *23.09* | *Drafting of online banking policy* | *RH*  *CR* |  |  |
| *23.10* | *Raise complaint with playing field grass cutting. Arrange a cut before the coronation date, if possible.* | *Clerk* | *Completed* |  |
| *23.11* | *Full cemetery plan and action list.* | *DT*  *MG*  ***RP*** | *waiting on meeting with North Yorkshire Council to confirm proposals.* |  |
| *23.12* | *Arrange for online banking and a debit card for the account* | *MH*  *Clerk* |  |  |