

# SWALLOW PARISH COUNCIL

INCORPORATING THE VILLAGES OF SWALLOW & CUXWOLD

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Dear Councillor

You are hereby advised of the Full Council meeting of Swallow Parish Council which will take place on **Tuesday 9<sup>th</sup> March 2021 at 7.30pm** at which the under mentioned business will be transacted.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the meeting will take place remotely using the Zoom platform.

**The meeting ID is 724 1254 2859**

**Passcode is 0XLbt2**

**Please be aware that in order to allow for public attendance from 7.25pm-7.30pm the Zoom platform will be open from 7.15pm.**

There will also be a **5-minute** public forum prior to the start of the meeting between **7.25pm-7.30pm** where members of the public may address the council. Questions to the Council from members of the public for inclusion at the meeting must be submitted to the Clerk by **12 noon on Friday 5<sup>th</sup> March 2021**

Date: 2 March 2021

Signed: J A Sparks (Clerk/RFO to the Council)

## AGENDA

1. **Apologies for Absence.** To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
2. **To receive declarations of interest under the Localism Act 2011** – being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.
3. **To receive and consider any dispensation requests** on agenda items and decide whether they are to be granted.
4. **To approve as an accurate record the notes of the meeting held on 12<sup>th</sup> January** and to authorise the Chair to sign the official minutes.
5. **To receive and consider a report from LCC & WLDC Councillors.**
6. **To receive and consider a report from the Police.**
7. **To receive a report from the Chair.**
8. **Unity Trust banking** – to resolve that all authorisations must be completed by signatories within 48 hours of request being received from Clerk/RFO.
9. **To receive and consider a report from the Clerk to the Council** on any outstanding matters and correspondence received since the meeting of 12<sup>th</sup> January 2021.
10. **Financial matters:**
  - To approve the bank reconciliation statement for January & February 2021.

- To ratify payments of accounts, salary, & payments already made.
- To approve payments for LALC for 2021/2022 for membership and training.
- To consider donation to LIVES.
- To approve Grass cutting quotation.

11. **Asset policy** – Resolve to accept new Asset policy.

12. **Disciplinary & Grievance policy** – Resolve to accept new Disciplinary & Grievance policy.

13. **Retention & Disposal policy** – Resolve to accept new Retention & Disposal policy.

14. **Emergency Plan** – to resolve whether an Emergency Plan is appropriate to Swallow & Cuxwold.

15. **Antivirus package for parish computer** – to consider and resolve to accept antivirus package.

16. **Planning matters.** To consider any planning applications received and decide any comments that the Council wishes to make.

17. **Village Hall** – To receive an update from the Village Hall Committee.

18. **AOB** – to discuss any further business and agree any further items for inclusion in the agenda for the May meeting.

19. **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 MATTER:**

- To discuss and approve the contract for the Clerk/RFO.

20. **Confirm date of next parish council meeting (provisionally earmarked for Tuesday 11<sup>th</sup> May 2021). Further information with regard to the Annual Parish meeting that must be held between March-June every year will be issued as soon as possible.**