



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

www.takeleyparishcouncil.co.uk

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All members of **TAKELEY PARISH COUNCIL** are summoned to attend the **ANNUAL COUNCIL MEETING** to be held at The Old School Community Centre on 24th May 2021 at 7:30pm for the transaction of the business as set out below.

This meeting will be conducted in line with current Government Guidance for COVID 19:

- 1. Maximum capacity: 19**
- Maintain social distancing – 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place such as face coverings
- Two people from the same household can sit side by side
- At least one member of every party of visitors (up to 6 people) to provide their name and contact details
- Check in using the NHS QR code poster
- Wash hands/use hand sanitiser on arrival and departure
- Follow all guidance posters located at the building

Item	Business
21/02-23	Welcome, note and approve apologies for absence.
21/02-24	Remind everyone in attendance & who will be participating that they may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting. <i>Designate a separate area to accommodate (i) members of the public who wish to attend the meeting, and do not wish to participate, but who object to being filmed, recorded or photographed or otherwise reported about and (ii) children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded or photographed or otherwise reported about. Remind those who wish to film, record or photograph or otherwise report on the proceedings to avoid those who are sitting in a separate area, and in addition the restrictions on filming children and vulnerable adults.</i>
21/02-25	Declarations of Interest - To receive declarations of interest on any items on the agenda.
21/02-26	Approval of minutes of the meetings 05/03/21 and 07/04/2021 that have been circulated, will be approved and signed by the Chairman.
21/02-27	District and County Councillor Reports (15 mins in total). <i>District/County Councillors will provide written reports.</i>

21/02-28	<p>Open Forum (15 mins in total).</p> <p><i>Please direct any questions/comments to the County/District/Parish Councillors present at this time. Members of the public are allocated this time to speak but must e-mail the Clerk so that they may be invited to a meeting and can notify members in advance what they wish to speak about.</i></p>
21/02-29	<p style="text-align: center;"><u>APPOINTMENT OF ROLES</u></p> <p>1. Members will appoint Chairman and Vice Chairman and highlight any adjustments to commitments to committees as per schedule.</p>
21/02-30	<p style="text-align: center;"><u>VACANCIES</u></p> <p>1. Councillors to note the position of Clerk and Responsible Financial officer has been advertised. The closing date for applications was May 14th 2021</p> <p>2. Councillors to note the advert for position of Cleaner for the Old School Community Centre has been filled.</p>
21/02-31	<p style="text-align: center;"><u>FINANCE</u></p> <p>1. Receive the draft minutes and finance statement of the Finance Committee Meeting dated April 29th 2021</p> <p>2. Councillors to approve reapplying for the Unity Corporate Multipay credit card</p> <p>3. Councillors to ratify the cost £250.00 for Fire Risk Assessment at The Old School Community Centre.</p>
21/02-32	<p style="text-align: center;"><u>SPORTSFIELD AND RECREATION GROUND</u></p> <p>1. Councillors to delegate all matters relating to maintenance and repair costs of the Sportsfield and Recreation Ground to Cllr Dom Roque. These must fall within the financial budget for 2021/2022.</p>
21/02-33	<p style="text-align: center;"><u>PLANNING</u></p> <p>1. Receive draft minutes of the Planning Committee Meeting dated April 22nd 2021</p>

The next full council meeting is due to occur in June 2021 at 7:30 pm at The Old School Community Centre. This meeting will be advertised on the Council's notice board/website beforehand. Members of the public can request to attend subject to e-mail notification to the Clerk a few days beforehand.

PUBLIC & PRESS ALWAYS WELCOME
Julia Potter, Assistant Clerk to Takeley Parish Council