



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 11 August 2021 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

Members: Carol Pratt (Chairman), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phil Bodsworth, Pat Burnett, Sonja Carr, Jackie Cheetham, Richard Cheetham, Dom Roque, Linda Steer, Sue Sprules

In attendance: Lisa Chambers (Clerk), Peter Hewitt

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated.

Face masks and social distancing are no longer a requirement but your contribution towards operating a Covid safe meeting is welcomed. You are encouraged to register your attendance at the meeting vis the NHS QR code poster.

	Item	Summary	Time
21/8/01		Attendees are reminded that this meeting may be filmed, recorded, photographed or otherwise reported by a person attending the meeting. Members of the public who are minors, vulnerable adults and those not participating who do not wish to be filmed, recorded, photographed or otherwise reported about should sit in the designated separate area.	
21/8/02	Welcome from Chair	-	1
21/08/03	Receive and approve apologies for absence.	Quorum for meeting is 3	1
21/08/04	Declarations of conflicts of interest	<i>Councillors are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda and to absent themselves from the meeting during voting.</i>	2
21/08/05	Public Forum	<i>Please direct any questions/comments to the County/District/Parish Councillors present. Questions must be submitted to the clerk in advance of the meeting</i>	15
21/08/06	Approve minutes of the full council meeting held on	Minutes to be signed by Chair – Chair to indicate that he has done that.	1
21/08/07	Consider any matters arising from minutes of previous meeting not detailed elsewhere on the agenda.	Councillors to confirm actions have taken place/give update.	5

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Lisa Chambers, Clerk to Takeley Parish Council

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21/08/08	District and County Councillor Reports	<i>District/County Councillors will provide verbal or written reports and answer questions.</i> <i>Please direct any questions/comments to the County/District Councillors present at this time.</i>	15
21/08/09	Clerk's report and correspondence	<ol style="list-style-type: none">1. Purchase of Local Council Administration 12th edition – approx £1502. Purchase of new TPC laptop3. Purchase of new TPC phone and contract4. Purchase of Compass planning database for 5 months £1325. Purchase of RBS Rialtas Alpha Financial Management software £644 plus £231/annum for ongoing support and maintainance (3 year agreement)6. Neighbourhood Plan grant funding application £10,000	10
21/08/10	Finance Committee Report	<ol style="list-style-type: none">1. Receive Finance Committee minutes2. Approve the following payments:<ol style="list-style-type: none">a. Donation to the men's shedb. TLC Fireworks funding request	10
21/08/11	Planning Committee Report	<ol style="list-style-type: none">1. Note Applications for decision2. Note Decisions for information3. Neighbourhood Plan	10
21/08/12	Policy Review	-	
21/08/13	Councillor Training	Report on any training undertaken or required	2
21/08/14	Items for future meetings	-	

Part 2

Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt

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21/08/14	Chair's business	Miscellaneous	5
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The next Full Council meeting is due to take place on 1st September 2021

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