**The February Meeting of Willersey Parish Council will be held on**

**Monday 18th March 2024** **at 7.30 pm in the Village Hall**

***Councillors are reminded of the requirement under the Code of Conduct to make:***

***A Declaration of Interest and record it whenever it is personally appropriate.***

**AGENDA**

1. **Election of Chairman J.Rintoul**
2. **Apologies for absence**.
3. **Agreement to the minutes of the meetings held on Monday 19th February**
4. **Matters arising from the minutes.**
5. **To Receive County and District Councillors reports**
6. **To Receive Parish Councillors Reports**
7. **Clerks Report**

* Correspondence

1. **To decide on the Summer Fete notice for the magazine & response to enquiries**
2. **Planning**

* 24/00608/FUL | Erection of first floor side extension | 9 Ley Orchard
* 24/00152/FUL | Proposed conversion of existing garage to annexe | Highlands Broadway Road
* To agree the letter to residents re. the Farncombe Estate hovercraft noise.

1. **Highways, Greens and Cemetery**

* To review progress on the Collin Lane Build Outs
* To receive an update on the cemetery contract.
* To discuss action on Radford House builders damage to the greens.

**10. Finance and General** (Month end balances)

* Current a/c 01691621 £22163.59 (£20859.29)
* Reserve a/c 62013568 £13694.33 (£13679.23)
* Reserve a/c 62193060 £28589.92 (£28558.39)

**Payments for approval:** Cheques

1730 Basford Machinery new mower £4799.00

1731 SmartCut inv.21900 £84.00

1732 Clerk February salary £428.27

1733 Office expenses Total anti virus £14.28

1. **Audit**
2. To review & approve Standing Orders
3. To review & approve Financial Regulations
4. To review & approve the Publication Scheme
5. To review & approve the Code of Conduct
6. To review & approve the Internal Control Statement
7. To review and approve the Publication Scheme
8. To review and approve the Data Protection Policy
9. To review & approve the Risk Assessment
10. To review & approve the Complaints Policy
11. To review and approve the Equal Opportunity Policy
12. To review and approve the Freedom of Information Policy
13. To review and approve the Privacy Policy
14. To review and approve the Accessibility Statement.

**12. AOB**

Confirmation of the next meeting date April 15th

First item on the agenda: election of B.Lawrence as Chairman.