

MATLASKE PARISH COUNCIL

Tel: 07776 345119
Chairman: Mrs Sara Buxton

Email: Matlaske.pc@gmail.com
Parish Clerk: Mrs Emma Childs

To Members of the Council,

You are hereby summoned to attend a meeting of Matlaske Council on **Wednesday 28 September 2022, 7.30pm** at St Peter's Church, Matlaske for the purpose of transacting the following business:

Emma Childs Parish Clerk 20 September 2022

1. **To consider apologies for absence**
2. **Public Forum**
 - a. To receive questions or comments from the parishioners
 - b. To receive the reports from the District & County Councillors
3. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests**
4. **To approve the minutes of the meeting held on Wednesday 06 July 2022**
5. **To report progress on items not on the agenda from the last meeting**
 - a. To discuss planting Jubilee Tree
 - b. To discuss Parish Partnership
6. **Finance**
 - a. To review the financial update 2022/23
 - b. To approve the payment of accounts list:

| | | | |
|-----|--------------|-------|---------|
| i) | Mrs E Childs | Wages | £249.60 |
| ii) | HMRC | PAYE | £104.80 |
 - c. To approve any invoices received since the agenda was created
7. **Correspondence**
 - a. General Correspondence
8. **Planning**
 - a. To receive results of applications
 - b. To receive new applications and comment
 - c. To note any applications received in between meetings
9. **Other Matters**
 - a. To approve Standing Orders for adoption
 - b. To approve Financial Regulations for adoption
 - c. To approve the asset register
 - d. To approve new policies
 - a. Clerk Job Description
 - b. Complaints Policy
 - c. Data Protection Policy
 - d. Document Review Schedule
 - e. Equal Opportunities Policy
 - f. File Retention Policy
 - g. Filming at Meetings Policy
 - h. Financial Risk assessment
 - i. Freedom of Information Guide
 - j. Health and Safety Policy
 - k. Press and Media Policy
 - l. Privacy Policy
 - m. RFO Job Description
 - n. Training Policy

10. **Date of Next Meeting**

The next meeting will be held on Wednesday 8th November at 7.30pm at St Peter's Church, Matlaske