

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 09 November 2022, 7.30pm** at St Peter's Church, Matlaske for the purpose of transacting the following business:

Emma Childs Parish Clerk 01 November 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 review the budget for 2023/24 and agree the Parish Precept
 - c. To approve the payment of accounts list:

i)	Mrs E Childs	Wages	£499.20
ii)	HMRC	PAYE	£124.80
 - d. 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
 - e. To confirm if the Parish Council would like to retain Catherine Moore as Internal Auditor for 2022/23

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- f. To determine if there is anything the Streetscene Inspectors should be aware of for their visit on the 14 November

10. Date of Next Meeting

The next meeting will be held on Wednesday 11 January 2023 at 7.30pm at St Peter's Church, Matlaske