

# WATERBEACH PARISH COUNCIL

## Notice of Meeting

Notice is hereby given that a Meeting of **Parish Council** will be held at **7:30PM on Tuesday the 4<sup>th</sup> of July 2023** in the Parish Office, Recreation Ground, Waterbeach, and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

**Belinda Westwood**

Clerk to Waterbeach Parish Council

29<sup>th</sup> June 2023

## AGENDA

7:30PM THOSE PRESENT / APOLOGIES FOR ABSENCE

23/29 OPEN FORUM

Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for **up to 3 minutes** to make representations, answer questions and give evidence at a meeting **in respect of the business on the agenda** (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. This is not a forum in which to raise complaints about the Parish Council or its staff, which should in the first instance be directed privately to the Parish Clerk so that it can be independently investigated in accordance with the Council's complaints procedure.

23/30 MEMBERS INTERESTS

To receive declarations from members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.

23/31 APPROVAL OF MINUTES

- a) To approve the minutes of the council meetings held on 6<sup>th</sup> June and 20<sup>th</sup> June.
- b) To receive an update on matters following the meetings held in June from the Locum Clerk.

23/32 ACCOUNTS

- a) To approve the payment of accounts and acknowledge receipts for the past month.
- b) To agree any additional invoices presented not already on the schedule, if any.
- c) To note the bank reconciliation for May 2023 and the bank totals.
- d) Agree Grant Application for Waterbeach Military Museum, and Beach Churches.

23/33 FINANCES

- a) To note the Year End position.

- b) To consider the approval the Annual Statement of Accounts for the AGAR.

23/34

**WATERBEACH PARISH COUNCIL ADMINISTRATION MATTERS**

- a) To agree the creation of a Waterbeach Parish Council [logo](#) to be used on the new website and on all parish council literature.
- b) To agree for a full financial audit to be completed on the parish councils accounts.
- c) To agree for a [GDPR Impact Assessment Audit](#) to be carried out on parish council activities.
- d) To agree for a [Health and Safety Audit](#) to be carried out on parish council activities.
- e) To consider having a parish council health check carried out to support the parish council in working better for the community.
- f) To note the correspondence sent to the external auditor following the objections raised by a member of the public [document is sensitive and will therefore be available to view at the meeting].

23/35

**WATERBEACH LIBRARY**

To consider the [request from the Waterbeach Library](#) volunteers to facilitate a consultation on the library services in Waterbeach.

23/36

**WATERBEACH BOWLS CLUB**

To receive a report from the Bowls Club Working Group on the current situation with the pavilion project.

23/37

**CO-OPTION**

- a) To note the resignation of Councillor David Taylor
  - b) To Consider three candidates for Co-Option to the Parish Council.
- \*Disclaimer: Any person co-opted, may sit at the table during discussion, but will only be able to vote (after due diligence has been completed) at the next meeting. This vote will take place by secret ballot.

23/38

**NOTICE OF CANCELLATION OF AUGUST MEETING**

To note that the PC meeting for AUGUST will be cancelled, and to agree that this is reflected in the standing orders as standard procedure.

\*Disclaimer: Should an emergency arise, an extraordinary meeting can be called.

23/39

**GREEN SPACES**

To agree dates for Councillors walk around on all the green spaces:

- a) Recreation Ground
- b) Village Green
- c) Cemetery
- d) Chittering Play Park

23/40

**OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**

To receive updates (if any) from the Clerk, County Councillor, District Councillors, Library Officer, Tree Officer, Chair of the Parish Council and Committee/Group Chairs.

23/41

**HEALTH & SAFETY**

To receive updates (if any)