

# 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 7<sup>th</sup> of November 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

02<sup>nd</sup> of November 2023

## AGENDA

- 7:30PM**      **THOSE PRESENT / APOLOGIES FOR ABSENCE**
- 23/88**      **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.
- 23/89**      **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.
- 23/90**      **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 totals](#).
- 23/91**      **APPROVAL OF MINUTES**  
To approve the minutes of the meeting held on the 5<sup>th</sup> of September 2023, and the minutes of the meeting held on the 3<sup>rd</sup> of October 2023.

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- 23/80    23/92    **TO AGREE THE APPOINTMENT OF THE RFO**  
To agree the appointment of the locum RFO.
- 23/84    23/93    **IT MATTERS**  
To agree the acquirement of an outsourced [IT services](#). (Papers Circulated)
- 23/94    **HR COMMITTEE**  
To receive and agree the TOR for the HR Committee, to update S/O 19 to reflect changes. To elect the Chairman of the HR Committee.
- 23/95    **S106 REPORT**  
To receive a report as to the current state of section 106 monies held by the Council, to understand the limitations of what this money can be used for, and to agree spending headings. (Papers Circulated)
- 23/96    **GDPR AUDIT REPORT**  
To receive the report and to receive and implement the resulting recommendations. (Papers Circulated)
- 23/97    **USE OF PARISH LAND**  
Carols on the Green – 24th December 2023  
Waterbeach Feast – 8th June 2023 – to bring equipment on the 7th June 2023  
COLTS Annual Beer Festival 24<sup>th</sup> to 26<sup>th</sup> May. (Papers Circulated)
- 23/98    **GRANT APPLICATION**  
To receive and agree an application for funding from Waterbeach Day Centre for the amount of £3000.00 (Papers Circulated)
- 23/80    23/99    **EXCLUSION OF PUBLIC**  
To exclude the public from the meeting because of the confidential nature of the business to be discussed. It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) At 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and herewith instructed to withdraw.
- 23/99    **CONFIDENTIAL STAFFING MATTERS**  
Confidential Staffing Matters (papers to be available at the meeting)

# Waterbeach Parish Council



- 23/100 TRUSTEES**  
To note that the Alms Houses Charitable Trust are looking for a volunteer trustee.
- 23/101 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.
- 23/102 HEALTH & SAFETY**  
To receive updates (if any)