



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham S66 1JJ

Parish Clerk Carol J Lavell
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10th June 2021

Dear Councillors,

You are hereby summoned to attend the Meeting of the Parish Council, to be held on **Monday July 21st 2021**. This meeting will be held at Wickersley Community Centre & Library-Function Room, 286 Bawtry Road, Wickersley . for the purpose of transacting the following business

This meeting will be subject to stringent Covid 19 controls, detailed at the end of the agenda. It is a physical meeting due to a change in legislation ceasing the use of remote meetings for Local Council business as of 06/05/2021. Please bring meeting papers (posted to all Councillors) to the meeting as hard copies will not be provided on the evening.

Members of the public are encouraged to email the Clerk if they have any matters they wish to raise at the meeting or alternatively to ring her, this is to assist with limiting the numbers for Covid safety reasons.

C J Lavell

Carol Lavell
Parish Clerk to the Council

BUSINESS

Enclosure:

1. To receive apologies for absence
2. To note any declarations of interest on items to be discussed at this meeting
3. To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))
4. To note any issues from members of the public in attendance
5. To note any issues from Councillors in attendance
 - 5.1 Litter concerns,- Cllr Bates
6. To approve the minutes of the Full Council Meeting held on 18th May 2021 **A**
7. To note any matters arising from the minutes of the last Council
8. To consider financial matters including:
 - 8.1 The authorisation of payment of accounts since the last meeting (circulated at the meeting)

9. To review and approve the following financial papers relating to the Annual Governance and Audit Review (AGAR) (subject to receipt from Internal auditor therefore papers will be circulated at the meeting/deferred to July agenda)
 - 9.1 To approve the accounts for 2020-21-
 - 9.2 To receive the internal audit report, as reviewed by the Chair of Finance and the Responsible Finance Officer
 - 9.3 Review and approval of Governance Statement 2020-21
 - 9.4 Approval of Accounting statements 2020-21
 - 9.5 To approve the Annual Return
 - 9.6 To approve the asset register

10. Committee-membership **B**
11. HR Matters-the following 3 policies have been discussed and approved by the Human Resources committee
 - a) To receive and approve the proposed annual leave policy **C**
 - b) To receive and approve the proposed sickness policy **D**
 - c) To receive and approve the proposed Equal Opportunities policy **E**
12. To receive a report relating to staffing from the Chair of Human Resources **F**
13. Parish Council Updates on Committees and Parish matters
 - a) Environment Cllr P Beighton
 - b) Neighbourhood Plan Cllr M Godfrey
 - c) Recreation Grounds Cllr A Bates
 - d) Winthrop Cllr S Ellis
 - e) Woodlands Cllr M Scott
14. To consider any general correspondence and publications
15. To consider and approve the proposed process for dealing with planning applications **F**
16. Planning and Licensing applications update Cllr M Godfrey (during this period all applications are being considered and managed by Cllr Godfrey, with email conversations with Councillors where required as per minute 5963/20)
17. To note dates of future committee meetings, and the next Parish Council Meetings (Function room at the Community Centre at 18.30)

Monday 21st June 2021
 Monday 19th July 2021
 Monday 20th September 2021
 Monday 18th October 2021
 Monday 15th November 2021
 Monday 13th December 2021

Dates of Committees

Tuesday 22nd June 2021 Woodlands at 18.30
 Wednesday 16th June 2021 Finance at 14.00
 Monday 28th June 2021 WCCA at 18.30
 Tuesday 6th July 2021 Environment at 18.30

PARISHIONERS ARE ENCOURAGED TO ATTEND MEETINGS OF THE PARISH COUNCIL AND ARE PERMITTED PARTICIPATION IN ITEM 7, BUT NOT IN THE DECISIONS ON OTHER AGENDA ITEMS, SPEAKING ONLY WHEN SPECIFICALLY INVITED TO DO SO BY THE CHAIRPERSON

Wickersley Parish Council

Guidelines for attendance at “actual” Parish Council Meeting

The following are for the protection of all, Councillors, Staff and members of the public and in accordance with current Government guidelines

The building and associated areas will have received a thorough clean in advance of the meeting. There will be no other users at the Centre, it will be solely for the purposes of the Annual Parish Meeting and Annual Parish council Meeting.

The greeting Clerk will record your visit as part of Track and Trace, this will remove the need to sign the communal signing in sheet.

On entering the building via the main entrance, if necessary please queue to enter at 2 metres apart

Please bring your own pen/pencil

- Please sanitise your hands
- Your temperature will be taken before being allowed into the building
- Masks must be worn at all times within the building(unless exempt)
- On corridors please keep to the left and be aware of pinch points, eg room entrances

- The meeting will be held in the function room, each Councillor will have their own table and chair, 2 metres socially distanced
- Councillors are asked to remain seated at all times and to observe 2 metre social distancing
- Please observe good hand hygiene at all times, there is a hand sanitising point at the rear door in the function room

- Members of the public will be seated at the rear of the hall on chairs, located 2 metres apart. We are currently encouraging members of the public to email any points/questions in advance due to the limitation on numbers.
- Doors and windows will be open to enable maximum ventilation so please dress appropriately
- Please bring your own drinks/water bottle
- Please remove all your papers at the end of the meeting

The main toilets will be available for use, if required.

The maximum number of adults permitted in the room is 20. Numbers in excess of this will contravene the risk assessment,

Please leave via the garden entrance, in accordance with the one way system of the building