



10<sup>th</sup> October 2023

Dear Councillors,

You are hereby summoned to attend the meeting of the Parish Council, to be held on **Monday 16<sup>th</sup> October 2023 at 18.30**. This meeting will be held in the Library at Wickersley Community Centre, Wickersley, for the purpose of transacting the following business.

*C J Lavell-Smith*

Carol J Lavell-Smith  
Parish Clerk to the Council

**BUSINESS**

**Enclosure(s):**

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|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.   | To receive and approve 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 Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)                                     |          |
| 4.   | To consider Police & crime matters                                                                                                                                                                                                             |          |
| 5.   | To consider any issues from members of the public in attendance                                                                                                                                                                                |          |
| 6.   | To consider any matters from Councillors in attendance                                                                                                                                                                                         |          |
| 7.   | To approve the minutes of the Full Council Meeting held on 18 <sup>th</sup> September 2023                                                                                                                                                     | <b>A</b> |
| 8.   | To note any matters arising from the minutes of the last council meeting on 18 <sup>th</sup> September 2023                                                                                                                                    |          |
| 9.   | To consider financial matters including:                                                                                                                                                                                                       |          |
| 9.1  | The authorisation of payment of accounts since the last meeting (circulated at the meeting)                                                                                                                                                    |          |
| 9.2  | To receive the External Auditors report                                                                                                                                                                                                        | <b>B</b> |
| 9.3  | Appointment of Internal Auditor -report                                                                                                                                                                                                        | <b>C</b> |
| 9.4  | To agree the bank reconciliation for September 2023                                                                                                                                                                                            | <b>D</b> |
| 9.5  | To receive the quarterly financial statement up to 30/9/2023                                                                                                                                                                                   | <b>D</b> |
| 10.  | To receive revised Terms of Reference for                                                                                                                                                                                                      |          |
| 10.1 | Recreation and Environment Committee                                                                                                                                                                                                           | <b>E</b> |
| 10.2 | Events committee                                                                                                                                                                                                                               |          |
| 11.  | To consider confidential Staffing Report-Chair of HR                                                                                                                                                                                           | <b>F</b> |
| 12.  | To consider planning and licensing applications                                                                                                                                                                                                | .....    |
| 13.  | To consider a report from Recreation & Environment committee requesting funding for the expansion of Christmas Lights by the Heritage Garden and North Side (link to works being undertaken by RMBC giving cost benefits to WPC) -Chair of R&E | <b>G</b> |
| 14.  | To consider the opening times to the public of the Administration office-Chair of HR                                                                                                                                                           |          |
| 15.  | To receive a verbal report from committee meetings held since the last Council Meeting                                                                                                                                                         |          |

- 14.1 Events
- 14.2 Human Resources
- 14.3 Woodlands
- 14.4 Recreation and Environment

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16. To update on St Albans Remembrance Service and events

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17. To request volunteers for the Lantern Walk on October 27<sup>th</sup> and the Christmas Lights event on November 18<sup>th</sup> 2023

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18. To advise date for Blue Sky thinking event

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19. To receive minutes from the following committees

19.1 Events 16.5.23

21.2 Human Resources 18.1.23 & 15.8.23

21.3 Woodlands 13.6.23

**H**

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20. To note the date of next meeting; Monday 20<sup>th</sup> November 2023

**PARISHIONERS ARE ENCOURAGED TO ATTEND MEETINGS OF THE PARISH COUNCIL AND ARE PERMITTED PARTICIPATION IN ITEM 5, BUT NOT IN THE DECISIONS ON OTHER AGENDA ITEMS, SPEAKING ONLY WHEN SPECIFICALLY INVITED TO DO SO BY THE CHAIRPERSON.**