

WINSTER PARISH COUNCIL

Acting Clerk & Responsible Financial Officer Lesley Brown

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To: The Members of Winster Parish Council

You are summoned to attend a Meeting of Winster Parish Council to be held on **Monday 4th October 2021 at 7pm** in the **Burton Institute, Winster**

Lesley Brown

Acting Clerk to Winster Parish Council

27th September 2021

AGENDA

10/21/1 To receive apologies for absence

10/21/2 Declaration of Interests

Members must ensure that they state any Declaration of Interest they may have, prior to the start of the meeting and must indicate the action to be taken.

Where a member indicates a prejudicial interest but wishes to make representations, they must be made under Public Speaking.

10/21/3 Public Speaking

A period of **15 minutes** will be made available for members of the public to raise any issue regarding items on this Agenda which they would like to bring to the attention of the Parish Council. The time will be equally divided between those who wish to speak. Members of the Council will listen and do not have to respond to any comments made.

If a Police Liaison Officer, County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matters.

Members who have declared a prejudicial interest and wish to make representations shall do so at this stage.

10/21/4 Approval and Ratification of the Minutes of the meeting held on 6th September 2021.

10/21/5 Finance & Administration

- a) Authorisation and payment of invoices (listed on separate sheet)
- b) External Audit queries.
- c) Review of External Audit Documents
- d) Review & approval of Winster PC Financial Regulations (copies forwarded)
- e) Changeover to on-line banking

- f) Armistice Day Wreath
- 10/21/6 Planning**
- 10/21/7 Chairman's Report**
- 10/21/8 Clerk's Report and Correspondence**
- 10/21/9 Committee Reports**
- 10/21/10 Parish Matters and Maintenance**
 - a) Drop-In Days starting 27th October.
 - b) Allotment Agreement
 - c) Quote for works within the Parish
- 10/21/11 Advertisement for the position of Clerk/RFO to the Council**
- 10/21/12 Date of the next meeting**