

# WHESSOE PARISH COUNCIL

You are summoned to attend the MEETING of WHESSOE PARISH COUNCIL which will be held on MONDAY 27<sup>TH</sup> JANUARY 2025 at 7 PM in WHESSOE PARISH HALL, Harrowgate Village, DL1 3AA for the purpose of transacting the business listed in the agenda below.

## AGENDA

| Item | Subject   | Owner   | Time    |
|------|---|---|---------|
| 1    | <b>Introductions:</b> <ul style="list-style-type: none"> <li>Apologies: to receive apologies and approve reasons for absence.</li> </ul>  | DW  | 5 mins  |
| 2    | <b>Public participation:</b> <ul style="list-style-type: none"> <li>Residents are invited to give their views and comments to the Parish Council on issues on this agenda.</li> </ul>   |   |         |
| 3    | <b>Declarations of interest:</b> <ul style="list-style-type: none"> <li>To notify of any item on the agenda in which you may have an interest.</li> </ul>   | All   |         |
| 4    | <b>Minutes of meeting held on 25<sup>th</sup> November 2024:</b> <ul style="list-style-type: none"> <li>To sign the minutes of the meeting on 22<sup>nd</sup> July 2024.</li> <li>To approve and sign the minutes of 25<sup>th</sup> November 2024 as an accurate record.</li> <li>Update on action points.</li> </ul>  | DW<br>All/ DW<br>Clerk                          | 5 mins  |
| 5    | <b>Planning:</b> <ul style="list-style-type: none"> <li>To consider application:-24/01272/ADV. Display of non-illuminated sales signs to east and south of site consisting of 4 no. flagpoles, 1 no. off-site sign, 1 no. leader board, 1 no. tri-stack and gable lettering to Show Home on Land At Berrymead Farm.</li> <li>Log of current planning applications – to note the latest position.</li> </ul> | All<br><br>Clerk                                | 10 mins |
| 6    | <b>Parish Councillor vacancies:</b> <ul style="list-style-type: none"> <li>Currently none.</li> </ul>   |   |         |
| 7    | <b>Clerk and Responsible Finance Officer:</b> <ul style="list-style-type: none"> <li>Staff Committee Update.</li> </ul>   | SP  | 5 mins  |
| 8    | <b>Finance:</b> <ul style="list-style-type: none"> <li>Bank Reconciliation November and December 2024.</li> <li>Second quarter audit.</li> <li>Financial and Budget Statement to the end of December.</li> <li>Transactions exceeding £100.</li> <li>Detailed report on receipts received.</li> <li>Banking – update.</li> </ul>  | FM/SD<br>TM<br>Clerk<br>Clerk<br>Clerk<br>Clerk | 25 mins |

|    |   |                         |         |
|----|---|-------------------------|---------|
| 9  | <b>IT</b> <ul style="list-style-type: none"> <li>Website – update</li> </ul>  | Clerk                   | 10 mins |
| 10 | <b>Review and approval of Council protocols and policies:</b> <ul style="list-style-type: none"> <li>A review of current council policies to see if all relevant ones are in place. Based on the document circulated by Councillor Blanchard on 28<sup>th</sup> November 2024.</li> </ul>   | AB/All                  | 10 mins |
| 11 | <b>Correspondence:</b> <ul style="list-style-type: none"> <li>Clerks and Councils Magazine</li> <li>Village Halls Week takes place between 18<sup>th</sup> and 24<sup>th</sup> March. Councillors asked for discussion on this to be brought back to this meeting.</li> <li>WAG &amp; Co Northeast Friendship Dogs – request for donation.</li> </ul> | Clerk<br>All<br><br>All | 10 mins |
| 12 | <b>Events and Training:</b> <ul style="list-style-type: none"> <li>Feedback from Meetings/Events/Training</li> </ul>  | All                     | 5 mins  |
| 13 | <b>Marketing and Social Media:</b> <ul style="list-style-type: none"> <li>Nothing to update at this meeting.</li> </ul>   | Clerk                   | 5 mins  |
| 14 | <b>Whessoe Parish Hall Committee:</b> <ul style="list-style-type: none"> <li>There has not been a meeting since the last Council meeting in November.</li> </ul>  |                         |         |
| 15 | <b>Social Committee:</b> <ul style="list-style-type: none"> <li>There has not been a meeting since the last Council meeting in November.</li> </ul>   |                         |         |
| 16 | <b>Date of future meetings at 7pm unless stated otherwise:</b><br>Parish Council Meeting – Monday, 24 <sup>th</sup> March 2025<br>Annual Meeting – Wednesday 21 <sup>st</sup> May 2025<br><br><b>Annual Parish Meeting:</b><br><br>Annual Parish Meeting – Wednesday 21 <sup>st</sup> May 2025 – 6.30 pm to 7.00 pm                                   | All                     |         |

## CONTACT

Signed:

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**The Press and Public are very welcome to attend this meeting.**