



To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend a meeting of **WITHYHAM PARISH COUNCIL** to be held at **Groombridge Village Hall (New Hall)**, Station Road, Groombridge on **Wednesday 16th June 2021** at **7.00pm** when it is proposed to transact the following business:

Debbie Siddle, Clerk – 9th June 2021

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address the Council.

*Meetings must operate within Covid guidelines which may limit the number of people that can be present. In order to manage this **we request that those who wish to attend to first contact the Clerk** clerk@withyhamparishcouncil.org.uk by the morning of the meeting.*

- 1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1. To resolve that the minutes of the Council Meeting held on Monday 4th May 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 4.2. To resolve that the minutes of the Council Meeting held on Monday 10th May 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 4.3 Matters outstanding from minutes (not listed as separate agenda items)
- 5. COMMITTEE MINUTES**

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

 - 5.1 Planning Committee – 4th May 2021
 - 5.2 Planning Committee – 19th May 2021
 - 5.3 Planning Committee – 2nd June 2021
- 6. TO NOTE REPORTS FROM DISTRICT and COUNTY COUNCILLORS**
- 7. TO NOTE REPORT FROM COMMUNITY WARDEN**
- 8. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge) to include 'circular walk' information board
 - (b) Groombridge Ward (Withyham/Blackham)
 - (c) Marden's Hill Ward
- 9. COUNCIL AND COMMITTEE MEETINGS JUNE-SEPTEMBER 2021**
 - 9.1 Agree suspension of meetings except Planning due to workload relating to Post Office
 - 9.2 Delegation of monthly Payment Authorisations
 - 9.3 Use of Scheme of Delegation
 - 9.4 Decision making by email for matters outside of the Scheme of Delegation
- 10. GROOMBRIDGE POST OFFICE**
 - 10.1 To receive general update report
 - 10.2 To consider Auditor recommendation to CIC regarding Clerk's hours
 - 10.3 To consider flowchart and draft timetable
- 11. GROOMBRIDGE POST OFFICE PURCHASE** – to authorise building purchase completion and exchange
- 12. GROOMBRIDGE POST OFFICE LETTINGS**
 - 12.1 To authorise the Clerk to sign the Management Contract for the residential letting
 - 12.2 To authorise an interim Tenancy at Will between WPC and the current Postmistress
 - 12.3 To authorise the signing of a Commercial Lease with WPCIC with effect from completion of conversion works
- 13. GROOMBRIDGE POST OFFICE QUOTES**
 - 13.1 To agree conversion quotes, or delegate agreement if they are not ready
 - 13.2 To agree a contingency budget for conversion costs should an overspend be required
 - 13.3 To agree building insurance quotes

- 14. POLICIES**
 - 14.1 To update Standing Orders (relating to 12.1 above)
 - 14.2 To update Scheme of Delegation (relating to 12.1 above)
- 15. TO RECEIVE AND AGREE PARISH PLAN**
- 16. ANNUAL AUDIT**
 - 16.1 To note the internal audit report prepared by Mulberry & Co
 - 16.2 To consider the effectiveness of the system of internal control and approve the Annual Governance Statement
 - 16.3 To consider figures and approve the Accounting Statements (end of year accounts to 31st March 2021) and authorise the Chairman to sign the Annual Return Accounting Statements
- 17. FINANCE**
 - 17.1 To note the report showing payments made to date against budgets
 - 17.2 To authorise the payment of invoices/note regular payments
 - 17.3 To consider quotes
- 18. CLERK'S REPORT** to include items for Highways Coordinator
- 19. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 20. DATE OF NEXT MEETING** - to note that the proposed date of the next Council meeting is Monday 11th October 2021 (to be agreed under this agenda item 9) at 7.30pm, venue tbc