

Please note that Council meetings are recorded
Willington Parish Council
Email: clerk@willingtonpc.org.uk

Date: 19th November 2020

To: The Chairman and Members of Willington Parish Council

Dear Councillor

You are summoned to attend an Extra Ordinary Council Meeting of Willington Parish Council, which will be held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 at 7pm on **Tuesday, 24th November 2020**.

Joining instructions are as follows;

Topic: Extra Ordinary Council Meeting
Time: Nov 24, 2020 7:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86056816127?pwd=S1Q3SEx2VjB5UXp2VlVWbXhOMytoQT09>

Meeting ID: 860 5681 6127

Passcode: 866894

One tap mobile

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Meeting ID: 860 5681 6127

Passcode: 866894

Find your local number: <https://us02web.zoom.us/j/86056816127?pwd=S1Q3SEx2VjB5UXp2VlVWbXhOMytoQT09>

Yours sincerely

Debra Townsend

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Locum Clerk

AGENDA

1. To Receive Apologies for Absence

2. Variation of Order of Business (if required).

3. Declaration of Members' Interests

- a) Members must ensure that they advise the Clerk of any Declaration of Members Interests by email prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
- b) Where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

4. Public Speaking, including County, District and Police Representation. Total 15 minutes.

- a) At the start of the meeting a period of not more than three minutes will be made available for members of the public to comment on **any matter already on the agenda** (Standing Order 3g). While members of the public are welcome to observe the full meeting, they **may not** take an active role once the question period has closed.
- b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
- c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

5. To confirm and agree as a true record the non-confidential Minutes of the Ordinary Meeting of Willington Parish Council Meeting held on 10th November 2020 (attached at Annexe A).

6. To receive the non-confidential minutes of the Finance Committee held on 17th November 2020 (attached at Annexe B).

7. To agree the recommendations of the Finance Committee held on 17th November 2020 (attached at Annexe B), and for clarity, stated below.

Minute Number F171120/5 Current Year to Date (Attached at Annexe C)

NOTED

Minute Number F171120/6 Budget

RECOMMENDATIONS

- a) that the draft budget (attached at Annexe C), be recommended to Council for approval.
- b) That an increase in £5,000.00 in the precept be recommended to Council (to be earmarked for the Twyford Road Playing Field project). Council are recommended to approve the setting of the 2021/22 precept as £46,100.00 (this also takes into account the increase in the number of properties (1025).

Minute Number F171120/7 Available Funds

RECOMMENDATIONS

- a) That the outdoor gym project be agreed, at a budgetary cost of £13,000.00 (taken from Outdoor Sports S106 funding).
- b) That the tennis courts be subject to agreed improvements/refurbishment up to a maximum of £10,000.00.
- c) That the remainder of the Outdoor Sports S106 funding (£10,799.00), be earmarked towards the Twyford Road Playing Field project, subject to identifying spend that fits the criteria for Outdoor Sports.
- d) That the Twyford Road Playing Field project be agreed, and the following funding be earmarked;

| | | |
|--|------------------|------------------------------|
| S106 Funds (Build Facilities) | £25,310.16 | |
| SDDC Funding to be pursued Council agree to go ahead with this project | £25,000.00 | (SDDC to be approached once) |
| Willington Parish Council Reserves | £100,000.00 | |
| Other funding streams may also be available, and will be pursued once Council give agreement to support this project | | |
| Willington Parish Council Precept Increase | <u>£5,000.00</u> | |
| TOTAL | £155,310.00 | |

To also be agreed that all of the above must be pursued in line with current contract and tender regulations, as detailed in legislation and Financial Regulations.

F171120/8 Auditor

RECOMMENDATION

It was recommended to Council that due to having the same Internal Auditor for a number of years, in the interests of transparency, that the Locum Clerk seek an alternative for 2020/21.

8. Formal Approach to SDDC

Subject to the above recommendations being agreed, the Locum Clerk be requested to make a formal approach to SDDC (who are current owners of the TRPF Changing Rooms), in respect of pursuing this project.

9. Planned Approach

To agree the next steps in pursuant of completion of projects (subject to Council approval)

- a) Subject to the agreement by Council of the above recommendations within Minute Number F171120/7 i) and ii), to request that the recently formed Working Groups submit formal quotations to be considered and a contract be awarded by Council in line with the Financial Regulations.
- b) Subject to the agreement of the above recommendations within Minute Number F171120/7 (iv), to request that the recently formed Working Group submits a detailed business case and project plan to Council. To include provision for all fees that may be incurred before commencement of project (legal/planning etc.), timescales and an understanding of the tender process.

10. Items for Information

All items of interest have been circulated by email.

11. Meeting close