

# Heath Hayes & Wimblebury Parish Council

**You are hereby summoned to a meeting of the Parish Council  
To be held on Wednesday 3<sup>rd</sup> February 2021  
Commencing 7.30pm**

**Remotely on Zoom**

<https://us02web.zoom.us/j/81201014206>

## **A G E N D A**

**1. Apologies**

To consider and approve the apologies.

**2. To Approve the Minutes of the meetings held on the 6<sup>th</sup> January 2021**

Attachment (1)

**3. Declarations of Interest**

**4. Public Participation**

Residents are invited give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public wishing to raise issues which are not on the Agenda are asked to notify the Clerk at least 8hrs before the meeting. Members of the public may not take part in the Council meeting itself.

**5. Chairman's Announcements & County Council's update**

**6. Clerks Report**

Council to Note Clerks Report and Correspondence  
Attachment (2)

**7. Police Report**

Update

**8. Income & Payments**

Council to Note payments since the last report that had been authorised by the Audit and governance Committee and Monthly Finance Report Attachment (3)

Council to note the Bank Reconciliation.

Reserves Brought Forward 31 <sup>st</sup> March 2020	£4,242.97
Income	£77,903.51
Payments	£47,399.04
Balance 25/01/2021	£34,747.44

**Clerk: Mrs L Bowman Dated: 27<sup>th</sup> January 2021**  
**Hayes Green Community Centre, Heath Way, Heath Hayes**  
Phone: 01543 624807 Email: [clerk@hhandw.org.uk](mailto:clerk@hhandw.org.uk)

## **9. Planning**

Council to note the Planning Decisions & Applications authorised by the planning committee Attachment (4)

## **10. Youth & Community Committee Meeting**

- Youth & Community Committee Minutes of meeting 22<sup>nd</sup> January 2021 Attachment (5)
- Council to agree Youth & Community Terms of Reference Attachment (6)

## **11. Open Spaces Committee Meeting**

- Open Spaces Committee Minutes of meeting 25<sup>th</sup> January 2021 Attachment (7)

## **12. Council to review existing Policies and agree updates & amendments.**

- Co-option Policy Attachment (8)
- Public Participation  
Council to Consider wording: Public Participation via Facebook live. If during the public participation section on the agenda the Facebook hosts advises the Council of a question, this may be considered at the Chairman's discretion if time allows or alternatively considered at the next full Council Meeting, priority will always be given to those who have requested in advance. Should questions be asked during the meeting, the comments may be recorded and addressed at the next full Council meeting.  
Attachment (9)
- Equal Opportunity Policy  
Re-adopted June 2018.  
Attachment (10)
- Disciplinary Procedure  
Date procedure last approved June 2018  
Attachment (11)
- Safeguarding Children and Adults Policy  
Re-adopted June 2019  
Council to consider appointing a Councillor with Safeguarding Responsibility and hold a DBS Certificate.  
Attachment (12)
- Protocol to mark the death of the sovereign or other senior member of the Royal Family, initially adopted June 2018  
Attachment (13)
- Awards Protocol & Nomination Form (submitted by 24<sup>th</sup> February 2021)  
Re-adopted June 2019  
Attachment (14)

### **13. Council to consider new Policies**

- Privacy Notice for Staff, Councillors, Former Councillors and Role Holders Attachment (15)
- General Privacy Notice for the Public Attachment (16)
- Data Breach Policy Attachment (17)

### **14. Newsletter**

Council to consider the following quotes:

- Alan Lowbridge Attachment (18)
- Creative Souls Attachment (19)
- Design 380 Attachment (20)

### **15. Website**

### **16. CILCA Training with the SPCA**

- Council to agree for the Clerk to commence the Cilca Training programme at a cost of £250.
- The Clerk has 10 days holiday remaining and wishes to carry these over to the forthcoming year and use towards completing the training required.

### **17. Items for Information or Future Agendas**

### **18. Date of Next Meeting - Wednesday, 10<sup>th</sup> March 2021 at 7.30pm**