

LITTLE WALTHAM PARISH COUNCIL

PO Box 13516, CHELMSFORD, CM1 9PL



Clerk: Michelle Harrison
Tel: 01245 442658

clerk@littlewaltham.org.uk
www.littlewaltham.org.uk

Dear Councillors

You are hereby summoned to attend the meeting of Little Waltham Parish Council which will take place at **8pm on Tuesday 2 April 2024** at the Memorial Hall, Brook Hill, Little Waltham, Essex for the transaction of the following business:

Michelle Harrison

Signed Michelle Harrison
Clerk to the Parish Council

Date 25 March 2024

Members of the public and press are also cordially invited to attend the meeting

AGENDA

- 24/55: Apologies**
- 24/56: Declarations of Interests**
- 24/57: To consider and approve minutes**
24/57.1 Minutes dated 12 March 2024
- 24/58: Public Forum - to receive any representations from the public**
- 24/59: To receive reports from Councillor's attendance at external meetings**
- 24/60: Clerk's Report**
- 24/61: Committees**
24/61.1 To consider the terms of reference for the Committees
- 24/62: Financial Matters**
24/62.1 Payments for approval and receipts received
24/62.2 Bank Reconciliation Statement
24/62.3 To review the Bank Statement against the Bank Reconciliation Statement
24/62.4 To review year end budget monitoring report
24/62.5 To review the Internal Financial Control Report
24/62.6 To review the Asset Register
24/62.7 To consider an accountancy package (Easy PC Accounting)
24/62.8 To confirm bank standing orders and regular payments
- 24/63: Parish Magazine**
24/63.1 To consider the distribution quotes for the magazine
24/63.2 To consider the production quotes for the magazine
- 24/64: Administrative items**
24/64.1 To consider Clerk's holiday allowance
24/64.2 Parish Council meetings moving location
24/64.3 To consider a Council mobile telephone
24/64.4 Correspondence

- 24/65:** **Memorial Hall**
24/65.1 Update on registering the Memorial Hall
- 24/66:** **Amenities**
24/66.1 To discuss the Pavilion
24/66.2 To discuss cricket on the playing field
24/66.3 Electricity supply at the Pavilion – to consider moving supplier
- 24/67:** **Parish Maintenance**
24/67.1 To discuss village planters
24/67.2 Update on street lighting and sign maintenance
24/67.3 To discuss Parish Maintenance
- 24/68:** **Parish events**
24/68.1 To consider the D-Day event
24/68.2 To consider the Christmas event
- 24/69:** **Traffic in the village**
- 24/70:** **Matters to be raised by members for the next agenda**