



WOMBOURNE PARISH COUNCIL

**Full Council Meeting
Monday 7th June 2021 at 7.15pm**

Dear Councillor,

You are hereby summoned to the monthly meeting of Wombourne Parish Council for the transaction of business as set out below.

The meeting will be held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright
Clerk to the Parish Council
2nd June 2021

In accordance with our Risk Assessment, which can be found on our website (www.wombourneparishcouncil.org.uk), we would kindly request that all Councillors and members of the public who will be in attendance take a rapid lateral flow test prior to the meeting. In the event of a positive result, please do not attend, instead follow Government guidelines.

Social distancing measures will be in place and must be adhered to, masks are mandatory (unless exempt on medical grounds), and hand sanitizer will be available upon entry. Please scan your mobile phone using the NHS Covid-19 app and 'check in to a venue' via the QR code in the foyer, if you do not have the facility to record your presence this way, please inform the Clerk so that your information can be recorded manually. If you have any queries, please contact the Clerk to the Parish Council on 01902 896300.

Note to Members of the Public:

Public participation will take place during the meeting. Should you wish to speak during this session, please inform the Clerk beforehand by calling 01902 896300 or via email enquiries@wombourneparishcouncil.org.uk, this will enable planning around the social distancing measures that are in place.

AGENDA

1. **Apologies** – *to note any apologies received from Councillors.*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.*
3. **Risk Assessment** – *to approve the risk assessment for face-to-face meetings.*
4. **Public Participation** – *residents are invited to address the Parish Council during the public participation session. No member of the public may speak for more than five minutes in accordance with Standing Orders.*
5. **Approval of Minutes** - *to approve the minutes of the Parish Council Meeting on:*
 - a) Tuesday 4th May 2021.
6. **Approval of Committee Meeting Minutes** – *to approve the minutes of Committee Meeting(s) on:*
 - a) Civic Centre Management Committee – Wednesday 5th May 2021

7. Reports from Members appointed to Outside Bodies – *to receive reports from Members appointed to the following outside bodies:*

a) Wombourne and District Community Association – written report prepared by Councillor Alan Peace.

8. Parish Council Finances and Administration – *to approve the following:*

a) Payment schedule – *to ratify payments, bank reconciliations, petty cash and payments made under delegated powers for April and May 2021.*

9. Internal Audit Report 2020/2021 – *To note the internal audit report and agree any actions.*

10. Annual Return and Governance Statements (AGAR) 2020/2021:

a) To receive the Annual Internal Audit report contained in the AGAR.

b) To complete and approve the Annual Governance Statement (to be signed by the Chair and Clerk/RFO).

c) To consider and approve the Accounting Statements prepared and signed by the Clerk/RFO (to be signed by the Chair).

d) To note the dates for the exercise of public rights to inspect the accounting records to be 9th June 2021 to 20th July 2021.

11. Planning and Development Responses – *to note the responses sent to recent planning applications (in lieu of a Planning and Development Committee Meeting).*

12. Sub-Committee to Finance and General Purposes for the rejuvenation of High Streets – *to agree to the set up of a sub-committee to include Councillors Mary Roberts, Dan Kinsey, Barry Bond, Daisy Tait, and representatives from the Retailers Group.*

13. Outside Bodies – *to consider and approve the Representation on Outside Bodies Police and the Outside Bodies Remits document*

14. Correspondence – *to review correspondence received for the Parish Council.*

15. Chairman's Business

a) Update of whereabouts and visits since last meeting

b) Proposed date for the next Full Council Meeting – Monday 5th July 2021

c) Proposed date for Committee Meetings –

Civic Centre Management – Monday 14th June 2021

Recreation and Amenities – Monday 21st June 2021

Finance and General Purposes – Monday 28th June 2021