

# Herongate and Ingrave Parish Council



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Members of the Council are hereby summoned to attend the Parish Council Meeting of Herongate and Ingrave at St. Andrews Hall, Herongate on Wednesday, 24<sup>th</sup> June 2015, 7.15pm for the purpose of transacting the following business.

*Theresa Grainger*

Signed  
Theresa Grainger  
Clerk to Herongate and Ingrave Parish Council

17<sup>th</sup> June 2015

The Press and Public are also cordially invited to attend this meeting.

## AGENDA

- 15/16.047 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**
- 15/16.048 Apologies for absence**
- 15/16.049 Minutes**  
Acceptance of the Minutes of the Annual Parish Council Meeting held on Tuesday, 19<sup>th</sup> May 2015.
- 15/16.050 Progress Report from the Clerk**
- 15/16.051 To receive member's declaration of interests in items on the agenda.**
- 15/16.052 Finance**
- To approve list of cheques signed since the last meeting.
  - To approve and sign cheques at this meeting.
  - To approve accounts/bank reconciliation for June 2015.
- 15/16.053 Draft Report on Internal Audit of Accounts for Year 2014/2015**  
Members to consider the Draft Report on Internal Audit of Accounts for Year 2013/2014 and note the findings and recommendations.
- 15/16.054 Appointment of Maurice Howard CPFA – Internal Auditor**  
Members to approve the appointment letter and supporting documents from Maurice Howard.
- 15/16.055 VAT Return for 2014/2015**  
Members to note that the RFO will submit a VAT Return for 2014/2015 in the sum of £2,509.00.

**15/16.056 Risk Management Plan**

The Risk Management Plan was reviewed by the RFO and Cllr M Hannush on 28<sup>th</sup> May 2015. Members to consider and agree the findings.

**15/16.057 Brentwood Borough Parish Council Association Fees**

At the last BBPCA meeting it was agreed that each Parish Council should pay an annual fee of £50 to cover the cost of the BBPCA Clerk. Members to consider this payment.

**15/16.058 Parish Councillor Vacancy**

Members to note that following authorisation from Brentwood Borough Council to Co-opt, a Public Notice has been displayed on the Notice Boards and the closing date is 30<sup>th</sup> June 2015.

**15/16.059 Village Planters**

- Cllr Kingsford to advise Members of the progress of this project so far including sites, permissions, funding and contractor.
- Members to consider this information, formally approve the project and agree a budget.

**15/16.060 Old Village Signs**

It was Proposed and Seconded at the April Meeting, point 15/16.015 that the village signs be put up for auction at the Ingrave Johnstone May Fete however this was not possible. Cllr Kingsford would now like these to be placed elsewhere as he has no room to store them. It is suggested the signs are auctioned at the St. Nicholas Hog Roast on 28<sup>th</sup> June 2015.

**15/16.061 ECC Winter 2015/2016 Salt Bag Partnership Scheme**

Members to consider continuing with this scheme.

**15/16.062 To record Parish Council Meetings**

After investigation by the Clerk and Chairman it appears that suitable recording equipment could cost up to £300.00. Members to approve this expenditure.

**15/16.063 Crime and Disorder**

Councillors to discuss any recent events.

**15/16.064 Planning**

- To receive a list of planning applications received since the last meeting and review the progress of previous applications.

**15/16.065 Reports from Councillors**

**15/16.066 Correspondence**

Members to review the list of General Correspondence received by the Clerk since the last Ordinary meeting.

**15/16.067 Training**

- Councillors to consider their training needs from the EALC schedule for 2015 previously circulated. The EALC regularly updates training schedule which can be viewed on line [www.ealc.gov.uk](http://www.ealc.gov.uk)
- Councillors who have recently attended training to give a brief outline of their courses.

**15/16.068 Items from Councillors to be added to the next Agenda.**

**15/16.069 The next meetings will be as follows: TUESDAY, 28<sup>th</sup> July 2015 - St. Nicholas Church Hall, Ingrave.**