

2021/612 Payments for approval at the meeting:

Date	Details	Chq	Total	Budget Header
09.02.2022	Public Sector Software	Online	£187.20	Parish Reserve
09.02.2022	Northend nursery	Online	£167.19	Parish Reserve
09.02.2022	Clerk Wages&Expenses	Online	£116.47	Salary
09.02.2022	Essex Pension Fund	Online	£127.67	Pension
09.02.2022	HMRC	Online	£51.60	PAYE
Total			£650.13	

2021/613 Clerk's Report and actions to be undertaken.

- Draft amendment to the financial regulations – (2021/520)
- Clerk to Digitise the records of any loose-leaf minutes - Ongoing
- Clerk to gets quotes to digitise the book bound minutes – to be actioned
- The leather Bottle Asset of Community Value (March 2022) – Action Complete.
- Clerk to contact ECC for Locality Fund £1000 – Action complete
- Order Parts for the Telephone Box.

2021/614 Review and agree the monthly bank reconciliation - Vice Chairman

2021/615 To consider new contractor for quarterly and annual inspections. - Cllr Kenning

2021/616 Feedback on Funding Sources for Play equipment – Cllrs Kenning and Howeson

Reports and Updates

2021/617 Discuss arrangements for the Queens Platinum Jubilee – Cllr Holland and Howeson

2021/618 Update on the Risk Matrix – Cllr Kenning

2021/619 Discuss the Phone Box Name competition – Cllr Kenning

2021/620 Confirmation of action to recover retrospective Allotment rents for 2020 , 2021 and agree new price for 2022-2023 – Increase for future years as soon as appropriate for any plot holder that has signed an allotment agreement.

2021/621 Discuss plans and advertise the annual litter pick

2021/622 Report(s) from External authorities

2021/623 Items for the next agenda – All

- 09.03.2022 Monthly Meeting @ 8PM
- 13.04.2022 Monthly Meeting @ 8PM
- 04.05.2022 Annual Parish Assembly @ 8PM
- 11.05.2022 Monthly Meeting and AGM @ 8PM
- 08.06.2022 Monthly Meeting @ 8PM
- 14.09.2022 Monthly Meeting @ 8PM
- 12.10.2022 Monthly Meeting @ 8PM
- 09.11.2022 Monthly Meeting @ 8PM