

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Tuesday 16th April 2024 at 7.30pm**

AGENDA

Notice is hereby given of the meeting of Watchfield Parish Council on Tuesday 16 April 2024, commencing at 7.30pm in Watchfield Pavilion, Watchfield.

The Press and Public are welcome to attend this meeting and can participate during the public participation session. Please note that the public and media have a right to record meetings of the Council. Please notify the Clerk prior to the start of meeting if you wish to record or take photographs during the meeting.

To: Members of the Parish Council: You are summoned to attend a meeting on Tuesday 16 April 2024 at 7.30pm for the purpose of transacting the following business:

ITEM

-
- 228 To receive apologies for absence
- 229 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting
- 230 To take questions and comments from members of the public
- 231 To take questions and comments from members of the council
- 232 To approve the minutes of the meeting held on 19.03.23.
- 233 To Co-opt Carisa Reilly onto WPC
- 234 To Co-opt Norma Howes onto WPC
- 235 To address Previous Agenda Items-
- Internet installation in the pavilion
 - Unity Banking Cash Card
 - Bin Storage – To Agree/discuss quotes
 - Car Park re-graveling – To Agree/discuss quotes
 - Clearance of new land purchase – To discuss quotes
- 236 To Adress burial matters
- 237 To address planning matters
- 238 To Agree purchase of two new benches by the pavilion
- 239 To Discuss/Agree reimbursement of £47.98 for purchase of extra waste sacks and children’s litter pickers for the Watchfield Litter Pick.
- 240 To discuss interest in becoming the future owner of the Natural Burial Ground at Westmill farm site, which would be gifted along with a capital sum for the in-perpetuity management of the site.
- 241 To Discuss/Agree Wixsteed outstanding issues with the MUGA and payment.
- 242 To Agree purchase of boot scraper brush replacements for the pavilion.
- 243 Payments to Agree
- 244 Finances to Note and Approve
- 245 Audit Diary-
- Online VAT return
 - Registration of Members’ Interests
 - Employer PAYE – Annual Return
 - Section 137 Payments
 - Bank Reconciliation
 - Budget Review – end of year
 - To agree and sign Section 1&2 of Internal Audit
 - Audit Plan update
 - ROSPA Play Area inspection – book
 - Update key holder list
 - Carry out full PAT testing
 - Review Insurance
- 246 File back-up Storage
- 247 To note correspondence
- 248 Any other items to be added to next agenda, 21.05.24

Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 11/04/24



clerk@watchfield.org

Please be aware of the following points regarding online meetings.

- a. The meeting will be recorded by the clerk, this will be for the purpose of taking minutes.
- b. Time for public comments (Item 230) is 3 minutes per individual. After item 230 the public will be muted and if you have a question or comment to make, please raise your hand to be unmuted.
- c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk

