

You are summoned to a meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 4<sup>th</sup> July 2022** at **7.45pm**

Helen Frayer  
Parish Clerk  
28<sup>th</sup> June 2022

## A G E N D A

1. WELCOME AND APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. PUBLIC FORUM (3 min max per person, max 15 mins total)
  - 3.1 Reports from County and District Councillors
4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON WEDNESDAY 13<sup>th</sup> JUNE
5. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING
6. CORRESPONDENCE
  - 6.1 Planet Aid UK – request to place clothes bank at the village hall – circulated and on agenda
  - 6.2 Oulton Parish Council – Update re OTN movement – circulated
  - 6.3 Norfolk ALC – Information re Norfolk Household Support Fund – circulated and on agenda
  - 6.4 Norfolk CC – Million Trees for Norfolk – circulated and on agenda

### 7. FINANCE

#### 7.1 Monthly payment reports

Salaries	Clerk & Booking Clerk	458.42
HMRC	Month 3	78.60
Clerk expenses	Mileage, laminator pouches, table tennis bats and balls, magnetic noticeboard and magnets	106.02
Dream Team Cleaning	Cleaning village hall	324.00
J Plunket	Internal Audit	227.50
AF Affinity	Heating oil - DD	443.26
Various	Refunds of deposits	200.00
	<b>TOTAL</b>	<b>£1,837.80</b>

#### 7.2 Monthly Receipts and Payments Report

	Current	Premium	Total
Balance b/f	<b>28,956.39</b>	<b>13,788.87</b>	<b>42,745.26</b>
Total receipts to 29.5.22	4,232.53	1.47	4,234.00
	<b>33,188.92</b>	<b>13,790.34</b>	<b>46,979.26</b>
Total payments to 29.5.22	8,820.72	0.00	8,820.72
	<b>24,368.20</b>	<b>13,790.34</b>	<b>38,158.54</b>
Inter Account Transfers	0.00	0.00	0.00
<b>Closing Balance</b>	<b>24,368.20</b>	<b>13,790.34</b>	<b>38,158.54</b>

## **8. HIGHWAYS**

- 8.1** To receive notifications of highways faults to be reported

## **9. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS**

- 9.1** Booking clerk's report
- 9.2** To consider increasing hall hire fees
- 9.3** Hall maintenance items
- 9.4** Report from playing field inspection
- 9.5** Report from allotment inspection
- 9.6** To approve quote for cleaning bus shelter

## **10. ARRANGEMENTS FOR RECRUITING A NEW BOOKING CLERK**

### **11. CONSIDER PROPOSAL FOR RESPONSES TO CORRESPONDENCE**

- 11.1** To consider request from Planet Aid UK to place a clothes bank at the village hall
- 11.2** To consider actions re the Norfolk Household Support Fund
- 11.3** To consider whether to apply for the Million Trees for Norfolk

## **12. ANY OTHER BUSINESS**

- 13. DATE OF FUTURE MEETING:** The next meeting will be at 7.45 on 5<sup>th</sup> September 2022 – no meeting in August. Agenda items to Clerk by 26<sup>th</sup> August