

## South Willlesborough and Newtown Community Council

[www.swancc.org.uk](http://www.swancc.org.uk)

I hereby give you notice that an Ordinary meeting of the Council will be held on Tuesday 19<sup>th</sup> March 2024, Baxendale Community Lounge, Baxendale Court, Ashford at 7.00 pm

All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below

### **NOTES for Members of the Public**

Reports will be available at the meeting but can be requested in advance by contacting the Community Council Manager on **01233 528933** or [clerk@swancc.org.uk](mailto:clerk@swancc.org.uk)

*Sarah Evans*  
Community Council Manager  
13<sup>th</sup> March 2024

### **69/24 Record attendance and list apologies for absence**

### **70/24 Declarations of pecuniary, other significant or voluntary interest**

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, (unless a relevant dispensation has been granted by the Clerk)

A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration.

### **i. Updating of Declarations of Interest for the Code of Conduct**

### **ii. To note the granting of any requests for dispensations and the decision**

### **71/24 Agree Minutes of the Council meeting of 5<sup>th</sup> March 2024 and sign (attached)**

### **72/24 To consider a review of the Structure of the Council and Committees for 3 months and agree**

### **73/24 To consider the Work Nest Health Proposal for Health and Safety Policy and Health and Safety Handbook and agree**

### **74/24 To receive the Work Nest Health and Safety Report and agree actions**

### **75/24 To receive 3 quotations for the critical replacement of fencing on Gas House Fields Allotments and agree**

### **76/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.**

### **77/24 To receive a report on the VAT Position for 2023 2024 and agree**

### **78/24 To review the Fixed Asset Register and agree**

### **79/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.**

**80/24 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.**

**81/24 To agree the hire of temporary assistant to the SWAN Office for 3 months**

**82/24 To agree the Statement of Terms for the temporary assistant**

**83/24 To agree the Candidate for the temporary assistant**

**84/24 To agree the purchase of equipment for the SWAN Office Temporary Assistant**

**85/24 Urgent Correspondence**