

South Willesborough and Newtown Community Council

www.swancc.org.uk

I hereby give you notice that an Additional meeting of the Council will be held on Tuesday 25th June 2024 at 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

Sarah Evans

Clerk

20th June 2024

179/24 Record attendance and list apologies for absence

180/24 To Agree Minutes of the Additional Council meeting of 3rd June 2024 and sign (attached).

181/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.

182/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

183/24 To review the Multipay facility limits and agree

184/24 To review signatories following Councillor resignation and agree

185/24 To agree the VAT Return April – June 2024

186/24/24 To consider a grant request for Beams and agree

187/24 To review quotations for the Living Bus Stop and agree

188/24 To receive the WorkNest Health and Safety Report for June 2024

189/25 To consider a report of the Community Council Manager on Legionnaires Risk Assessment and agree

190/24 To consider a draft risk assessment for Lone Working for the Community Council Manager and agree

191/24 To consider a draft risk assessment for driving by employees of the Council and agree

192/24 To consider a draft risk assessment for plant watering and agree

193/24 To consider an extension to the SWAN Office Assistant and agree