



**The next meeting of  
Randwick and Westrip Parish Council  
will be held on  
Thursday December 17th at 7 p.m.**

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted “online”.

Any members of the public who also wish to attend on this basis are asked to contact the Clerk by noon on December 16th so that arrangements may be made for them. There will be no physical meeting and therefore all communications will be conducted electronically.

To request details to access the meeting please email [clerk@randwickandwestrip-pc.gov.uk](mailto:clerk@randwickandwestrip-pc.gov.uk)

**Agenda**

- 1 To note apologies for absence
- 2 To allow members of the public to address the council \*
- 3 To declare interests in items on this agenda
- 4 To approve and sign the minutes of the meeting held on November 18th
- 5 To receive the report from the Officer of the Council
- 6 To note correspondence
- 7 To answer questions from Councillors
- 8 To receive District and County Councillors' reports
- 9 To co-opt to fill a casual vacancy
- 10 Environment:
  - a To consider siting a waste bin at Finn's Way
  - b To consider contributing to the cost of emptying dog-waste bins
- 11 Planning, Traffic and Transport
  - a. To consider planning applications received to date
- 12 Annual review of documents
  - a To review the Council's procedures and documents for complying with GDPR
  - b To review the Council's arrangements for risk management
  - c To review the Council's complaints procedure
  - d To review the Council's procedures for handling requests under the FOI Act 2000 and DP Act 1998
  - e To review the Council's policy for dealing with the press and media and the protocol on filming and recording meetings
  - f To review the Council's code of conduct
  - g To review the Council's standing orders

- h **To review the Council's financial regulations, internal financial controls and financial control systems**
- i **To review delegation arrangements to employees**
- j **To appoint members to committees and working parties**
- k **To appoint representatives to outside bodies**
- l **To review the Council's and employees' membership of other bodies**
- m **To consider the payment of annual subscriptions**
- n **To review the Council's property inventory and asset register**
- o **To inspect any deeds in the custody of the Council as required**
- p **To fix the amount of the Chairman's Allowance**

**13 Finance and Personnel**

- a. To consider the monthly bank reconciliation for November
- b. To consider the quarterly review
- c. To consider the annual salary budget
- d. To review the policy for reserves
- e. To consider a draft budget

**14 To note items delegated to the clerk and items for the next agenda**

**15 To authorise the signing of orders for payment.**

**16 To consider the dates of ordinary meetings of the council in 2021**

*Until May 7th 2021 parish council meetings may be held at such an hour and day as the council may determine without requirement for further notice. Parish councils can alter the frequency, move or cancel such meetings without requirement for further notice. The initial obligation to provide three clear days' notice of pc meetings will continue.*

**\*The Public Forum** - Parishioners are invited to address the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.