



Ingatestone and Fryerning Parish Council

Suite 1 4, The Limes Ingatestone Essex CM4 0BA
Telephone: 01277 353315

Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

Full Parish Council Meeting

Meeting to be held on Thursday 2nd March at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

**Councillors are summoned to attend the above meeting to deal with the following business.
Members of the public and press are warmly welcomed to attend**

Clerk to the Council

AGENDA

FC17/041	Apologies for Absence
FC17/042	Announcements and Declarations of Interest
FC17/043	To welcome Cllr Louise McKinlay to the Parish Council meeting
FC17/044	Public Participation Session
FC17/045	To approve the Minutes of the Meeting held on 2nd February 2016
FC17/046	Matter arising for report (but not for resolution)
FC17/047	To receive Borough/County Councillor Reports
FC17/048	Update on Seymour Field and Pavilion
FC17/049	Budget 2017/2018 and Reserves Policy 2017/18 To approve but the Budget and Reserves Policy for 2017/18
FC17/050	Printer / photocopier lease (P&R) Following further investigation - Resolution: To approve the new photocopier / printer arrangement to commence Summer 2017 with Essex Business Machines Ltd at a cost of £1900 + VAT for a new machine (purchased outright) and a service charge of 0.4p per mono copy and 4p per colour copy which covers all maintenance of the machine
FC17/051	To approve the following policies and procedures (Personnel) <ul style="list-style-type: none"> • Health and Safety Policy for all Employees • Grievance Procedure • Disciplinary Procedure • Sickness and Absence Policy • Lone Working Policy • Equal Opportunities Policy • Training Policy for Employees and Councillors
FC17/052	Committee Reports: to receive reports from the following Committees: <ul style="list-style-type: none"> • Planning (Cllr Abrey) • Policy and Resources (Cllr Jeater) • Churchyards and Environments (Cllr Blunsten) • IT (Cllr Davey) • Personnel (Cllr Winter)
FC17/053	Creation of a new IT and Communications Committee (P&R)
FC17/054	Reports of other Meetings attended by Councillors
FC17/055	Devolution of Powers (Cllr Davey)
FC17/056	Correspondence received at the Parish Office (Clerk)
FC17/057	Parish Council financial accounts (Clerk) <ul style="list-style-type: none"> • Profit / loss report for January 2017 • To approve payments and receipts for January / February 2017 • Budget tracker report for 2016/2017 Resolution: To confirm that the Clerk be given Simple Servicing Authority to access the Parish Council bank account for reporting purposes
FC17/058	Items for inclusion in the next Agenda
FC17/059	Chairman to close the meeting - The next Parish Council meeting will be on the 6 th April 2017 at 7.30pm, at Ingatestone Library , High Street, Ingatestone