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**Full Parish Council Meeting Agenda**

**Meeting to be held on Thursday 4 March 2021, 7.30pm, online via Zoom**

**Committee members are summoned to attend the above meetings to deal with the following business.**

**Members of the public and press are warmly welcomed to attend.**

Meeting ID: 861 6704 0315 Passcode: 414727

*M Wood* Clerk to the Council

FC21/033	<b>Apologies for Absence</b>
FC21/034	<b>Announcements and Declarations of Interest</b>
FC21/035	<b>Public Participation Session</b>
FC21/036	<b>To approve the Minutes of the Full Council Meeting held on 4 February 2021</b>
FC21/037	<b>Matters arising for report (but not for resolution)</b>
FC21/038	<b>Budget 2021-22</b> To confirm the budget and reserves policy for 2021/22
FC21/039	<b>Committee Reports: to receive minutes, verbal reports, and proposals from Committees.</b> <ol style="list-style-type: none"> <li>1. Planning and Highways (Cllr Poston)</li> <li>2. Facilities (Cllr Sankey)</li> <li>3. Legal and Finance (Cllr Jeater) <ol style="list-style-type: none"> <li>a. Cessation of online meetings from the 7 May 2021 – update</li> <li>b. To approve the risk policy document</li> </ol> </li> <li>4. Communications (Cllr Jelley) <ol style="list-style-type: none"> <li>a. To approve the project communications protocol and group reporting template (Cllr Benson)</li> <li>b. To approve the new Communications policy 2021</li> <li>c. To approve a new weekly e-news version of the newsletter supported by hard copy PDF</li> </ol> </li> <li>5. Personnel (Cllr Winter)</li> <li>6. Neighbourhood Plan Advisory (Cllr Winter)</li> </ol>
FC21/040	<b>Working group updates</b> <ol style="list-style-type: none"> <li>1. Economic Development</li> <li>2. Climate Emergency</li> <li>3. Health and wellbeing</li> </ol>
FC21/041	<b>Specific projects and discussions</b> <ol style="list-style-type: none"> <li>1. Ingatestone museum update (Cllrs Davey and Pittman)</li> <li>2. Assets of community value (larger discussion)</li> <li>3. To approve the updated action plan for 2020-2023</li> <li>4. To approve the Data Protection, Privacy notice and Document Retention policies</li> <li>5. Hylands Park parking consultation</li> </ol>
FC21/042	<b>Parish Council financial accounts (Clerk)</b> <ul style="list-style-type: none"> <li>• Profit / loss report for February 2021</li> <li>• To approve payments and receipts for February / March 2021</li> <li>• Bank reconciliation for February 2020</li> <li>• Budget tracker for 2020/21</li> </ul>
FC21/043	<b>To receive written reports of external meetings attended by any Parish Councillor</b>
FC21/044	<b>To receive written reports from Borough/County Councillors</b>
FC21/045	<b>Items for inclusion in the next Agenda</b>
FC21/046	<b>Chairman to close the meeting – next meeting will be on 1 April 2021, 7.30pm via Zoom</b>