



Messing Cum Inworth Parish Council  
**NOTICE OF PARISH COUNCIL MEETING**



Members are duly summoned to attend

**MONDAY 12 FEBRUARY 2024, Messing Village Hall, 1pm**

07.02.24 *Karen Elliott*, Clerk & Proper Officer to the Council

**AGENDA**

- 1 24/24 **APOLOGIES FOR ABSENCE**
  - a) **RECEIVE** apologies for absence.
  - b) **NOTE** decisions to accept apologies for absence.
- 2 25/24 **DECLARATIONS OF INTEREST**
  - a) **RECEIVE** declarations of interest regarding the agenda.
  - b) **NOTE** decisions of requests for dispensation relating to the agenda.
- 3 26/24 **MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the Chairman*
  - a) Minutes of the council meeting held on Tuesday 16 January 2024
  - b) Minutes of the extraordinary meeting held on Thursday 25 January 2024
- 4 27/24 **PUBLIC PARTICIPATION** (*shall not exceed 15 minutes*)
  - a) **RECEIVE** Parish Plan presentation and feedback.
  - b) **RECEIVE** reports from City and County Councillors.
  - c) **RECEIVE** public comments relating to the agenda or matters for future consideration.  
*Members of the public may make representations, answer questions or give evidence at a meeting they are entitled to attend, shall direct comments to the chair and not speak for more than 3 minutes. A question shall not require a response nor start debate. Matters will be considered in accordance with the agenda.*
- 5 28/24 **PARISH MATTERS** - Orchard, allotments, grounds maintenance, spring walk, dog bins.
- 6 29/24 **GOVERNANCE**
  - a) **RESOLVE** to formalise committee structure, appoint members and agree terms of reference:
    - i. Personnel Committee, Appeals Panel
    - ii. Community Facilities Committee, Community Orchard Management Committee
  - b) **RECEIVE** and **CONSIDER** Interim Internal Audit report
  - c) Notice of casual vacancy
- 7 30/24 **PLANNING - CONSIDER** Essex Minerals Local Plan consultation [www.essex.gov.uk/minerals-review](http://www.essex.gov.uk/minerals-review)
- 8 31/24 **FINANCE**
  - a) **RECEIVE** RFO report
  - b) **RECEIVE** update regarding Unity Trust Bank
  - c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members*
- 9 32/24 **RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted.  
**PERSONNEL MATTERS** - outstanding issues relating to previous employee
  - a) **RESOLVE** final salary payment
  - b) **CONSIDER** response to correspondence received, data security update, ICO follow up.
- 10 33/24 **CLERK'S REPORT**
- 11 34/24 **BRIEF REPORTS OF MEMBERS** - matters for forthcoming Agenda.
- 12 35/24 **NEXT MEETING** - to agree dates for future meetings: 19 March, 16 April, 21 May 2024 at Messing Village Hall commencing 7.30pm. To consider date for the Annual Parish meeting.

Close of Meeting