

**Wilby Parish Council**  
www.wilbyparishcouncil.gov.uk

**Chairman:**  
Stephen Borrett  
Tel: (01933 276 290)

**AGENDA**

**Clerk:**  
Vicky Smith  
(01604 812239)

Email: clerk@wilbyparishcouncil.gov.uk

Councillors are summoned to a meeting of Wilby Parish Council to be held on  
**Monday 19<sup>th</sup> July 2021 at 19.30 in Wilby Parish Church, Church Lane**  
Members of the Public and Press are welcome to attend. Current Covid guidelines should be upheld at all times.  
*Please note, this is a public meeting and you may be filmed, recorded and published.*  
*Copies of all council papers are available at: www.wilbyparishcouncil.gov.uk*



**Mrs Vicky Smith**  
Clerk

**Dated: 14<sup>th</sup> July 2021**

**08/21 Opening Procedures**

- a) Apologies and approval absence
- b) Declarations of interest from members
- c) Approval of the minutes from the meeting held on 17<sup>th</sup> May 2021

**09/21 Public Time\***

- a) To receive comments from members of the public attending the meeting

**010/21 Reports**

- a) Clerk's Report
- b) Unitary Councillors' Report

**011/21 To approve/adopt the following:**

- a) Members' Code of Conduct
- b) Complaints Procedure
- c) Data Breach Policy
- d) Data Protection Policy
- e) Equal Opportunities Policy
- f) Financial Procedure
- g) Financial Regulations
- h) Financial Risk Assessment
- i) Freedom of Information Policy
- j) Governance Risk Assessment
- k) Health & Safety Policy
- l) Internal Control Procedure
- m) Records Retention Policy
- n) Council's Standing Orders
- o) Existing Bank DDMs and SOs

**12/21 Streetlight Update**

- a) Insurance Claim
- b) Replacement of Lamp (no. 8) damaged in RTA
- c) Inventory update/Reduction of Unmetered Supply

**013/21 Planning**

To receive an update on new Planning Applications since last meeting (refer Annual Report)

**014/21 Financial/Administrative Matters:**

- a) To receive balance at bank at 010721: £10681.25
- b) To receive and authorise the receipts and payments to 19<sup>th</sup> July 2021
- c) To receive internal auditors request to add powers to Minutes at the time expenditure approved
- d) To revoke the temporary authority bestowed upon the clerk for decision making
- e) To further discuss @wilbyparishcouncil.gov.uk email addresses for councillors

**Date of next meeting: Monday 20th Sept 2021 at 7:30pm**

*\* Each member of the public can speak for a maximum of 5 minutes and this total Agenda item can last for a maximum of 30 minutes to enable the Parish Council to complete all the scheduled business.*