

Higher Kinnerton Community Council

Dear Councillor,

You are summoned to attend an on-line meeting of Higher Kinnerton Community Council to be held on **Tuesday 19th March 2024 at 6.30 p.m.** The business to be transacted is set out in the agenda below.

To access and attend the meeting please log-in to HKCC Microsoft Teams and follow the instructions to join the meeting.

If you are a member of the public and wish to attend the meeting, please contact the Clerk in advance of the meeting via email at liz@higherkinnerton.org.uk or via telephone on 01244 660277.

Yours sincerely,

EA Corner -

Clerk, Higher Kinnerton Community Council – *14th March 2024*

AGENDA

- (1) APOLOGIES FOR ABSENCE / REASON GIVEN**
- (2) DECLARATIONS OF INTEREST** (to provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda)
- (3) CO-OPTION OF NEW MEMBERS TO THE COUNCIL**
- (4) TO APPROVE THE MINUTES OF THE MEETING HELD 20th FEBRUARY 2024**
- (5) UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**
- (6) CORRESPONDENCE** (to review correspondence as detailed in the associated report)
- (7) ACCOUNTS FOR PAYMENT** (to approve the payments in accordance with March payment schedule)
- (8) TO RECEIVE REPORTS IN RELATION TO:**
 - **COMMUNITY**
 - a. Streetscene Update
 - b. Allotment Water Leak Update
 - c. Community Meeting – update re arrangements
 - d. Planter Update
 - e. Heritage Trail Update
 - f. Training Update
 - **COMMERCE & GOVERNANCE**
 - a. To receive the bank reconciliation
 - b. Approval of payments by standing order – to include approval to pay Clerk' salary for 2024-2025
 - c. Asset register review
 - d. Risk register review
 - e. Procurement fraud procedure & expense reimbursement and purchase procedure review
 - f. Review of statement of internal controls and investment strategy
 - g. Internal Audit 2023-2024
 - h. IT equipment – printer and shredder
 - **COMMUNICATION**
 - a. Newsletter and Website Updates
 - b. Facebook Updates and Facebook Policy
 - **PLANNING** - To review planning applications and decisions received since February meeting
- (9) CHAIR'S REPORT**
- (10) REPORTS FROM MEMBERS**
- (11) TO CONFIRM DATE OF NEXT MEETING – dates of May and June meetings**