

NAZEING PARISH COUNCIL

Notice is hereby given that there will be an Extraordinary meeting of the Council on Thursday 29th August 2019 at 7:30pm at the Scout Hut, Perry Hill, Middle Street, Nazeing and Members are summoned to attend.

The Public and The Press are cordially invited to attend. Please ensure any letters relevant to the agenda are emailed to the Clerk by noon on the Wednesday preceding the meeting, so that the details can be circulated to Members in advance. Thank you.

AGENDA

1. Welcome and Introductions: By the Chairman.

2. Apologies for absence: To note any apologies received.

3. Public participation: To note and record any made.

4. Declarations of Interest: To note and record any declarations made.

5. Review of Meetings Structure. S.Clarke

To consider any changes to the current meetings structure in order to manage Council business more effectively.

6. Training.

a) To consider the requirement for Planning and Code of Conduct training, due to the absence of any scheduled by Essex Association Local Councils or Epping Forest District Council until next year.

b) Essex County Council are funding Adult Mental Health First Aid Training. To consider and agree the next steps.

7. Committee Membership:

a) To consider the appointment of the recently co-opted Councillors onto the Finance committee.

b) To consider the proposal for two Cllrs to join the Personnel Committee.

8. External Liaison:

To consider the appointment of the recently co-opted Councillors to serve on or liaise with:

a) The Nazeingberries Association.

b) Police Consultative Committee/Local Police.

c) Flood warden and Emergency Response.

d) Lea Valley Regional Park Authority.

e) Local schools.

f) Nazeing Community Champions.

9. Connecting with the Community.

a) To remind Cllrs to provide biographies information to Cllr Warwick for the Parish Council information booklet.

b) Parish Noticeboards. Request for one or two Cllr/s to assess the noticeboards in Nazeing and to make a proposal to the Council. **S.Clarke**

10. Parking on Langley Green. MS

There is an issue of parking on Langley Green. To consider and agree the next steps to be taken by the Council.

11. Review Standing Orders. S.Billingham

The Standing Orders have been reviewed and updated by the working group. Document circulated before the meeting. To consider and agree any further amendments to the Standing Orders.

12. Review Financial Regulations.

The Financial Regulations have been updated by the Clerk and circulated before the meeting. To consider and approve the changes to the Financial Regulations, as recommended by the internal auditor.

13. Absence of the Parish Clerk.

To consider any necessary contingency arrangements for the Council to have in place when the Parish Clerk is absent from work.

14. Website Refurbishment

The Parish Council website has recently undergone a refurbishment. To discuss the "new look" website and identify any necessary amendments. To consider and agree the next steps to be taken by the Council.

Signed *Lorraine Ellis* (Parish Clerk)

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Date 23rd August 2019

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