

BUCKHURST HILL PARISH COUNCIL

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CLERK TO THE COUNCIL
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19 January 2024

A meeting of the Parish Council will be held at **8.00 pm** on **Thursday 25th January 2024**, at the **Buckhurst Hill Library, Queens Road, Buckhurst Hill, IG9 5AZ**, and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

Mrs E.P. Petyt-Start

Clerk to the Council

A G E N D A

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.

Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.

3. **PUBLIC PARTICIPATION**

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.

4. **DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

To hear representations from District and County Councillors

The maximum time allowed for this item is 15 minutes, at the close of this item councillors will no longer be permitted to address the Council.

5. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 23 November 2023 circulated previously.

6. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

To receive communications from the Chairman of the Council, or the Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.

7. **COMMITTEES**

i) To note the minutes of the following committee meetings having been circulated:

- **Planning & Environment:** 7 December
- **Personnel:** 4 January
- **Recreation and Community:** 18 January

ii) To note changes to committee calendar for 2023/24

8. **FINANCE**
To note the Council's financial position as at 31st December, circulated.
9. **REPRESENTATIVES TO OUTSIDE BODIES**
To receive reports on any meetings attended.
10. **COMMUNITY HALLS**
 - i) To receive the valuation survey for the Woollard Centre and Roding Valley Hall
 - ii) To discuss and agree next steps with the Condition Survey reports
 - iii) To discuss and agree next stages of Roding Valley Hall Development
11. **UPGRADE TO THE PARISH OFFICE PHONE SYSTEM**
To receive and approve the quotes for the upgrade to the Parish Office phone system to digital.
12. **PARISH OFFICES WORKING PARTY**
To discuss progress of the working party.
13. **HORNBEAM ROAD PLAYGROUND**
To receive update on the playground project
14. **SPEED INDICATOR DEVICES**
To receive update on the SIDs
15. **RISK MANAGEMENT**
To consider and agree the Council's Risk Register as recommended from the R and C Committee.
16. **LEGAL SERVICES**
To discuss and agree arrangement for legal services.
17. **APPLICATION FOR ESSEX COMMUNITY CARERS FUND**
 - i) To receive and consider proposal regarding applying for the community carers fund
 - ii) To provide decision on applying for the funding
18. **ITEMS OF CONCERN**
 - i) To note items of concern
 - ii) To receive agenda items for the next meeting