

# Willoughby Parish Council

## To All Members of the Council

You are hereby requested to attend a meeting of the Parish Council to be held in the Village Hall on 12 April 2022 at 7.30pm

Maggie Beech  
Acting Parish Clerk

- 1. Record of Members Present**
- 2. To Receive Apologies**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - To receive any questions or presentations from the public**  
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of the Meeting held on 29 March 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
- 7. Resignation of a Councillor**
  - 7.1 To thank Ben Hallam for his service to the community.
  - 7.2 To agree to the co-option of a new councillor and the process to be followed.
- 8. Parish Clerk**
  - 8.1 To confirm the appointment of a new Parish Clerk.
- 9. Mugs for Queen's Platinum Jubilee**
  - 9.1 To consider requests for children older than 12 years on 5 June who would like mugs.
  - 9.2 To confirm the number of mugs to be purchased and the cost.
- 10. Parish Council Policies and Procedures**
  - 10.1 To adopt the Council's updated Code of Conduct.
  - 10.2 To adopt the Council's updated Standing Orders.
  - 10.3 To adopt the Council's Financial Regulations.
- 11. Play Rangers**
  - 11.1 To decide on providing Play Ranger sessions for children in the summer.
- 12. Planning**

To respond to planning applications received.
- 13. Finance**
  - 13.1 Payments: To approve the payments in the schedule attached to this agenda.
- 14. Correspondence** (for information only)
- 15. Councillors' Reports and Items for the Next Agenda**

To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas
- 16. Date of the Annual Council Meeting and Ordinary Meeting:** 10 May 2022