



COGGESHALL PARISH COUNCIL

Village Hall, Stoneham Street, Coggeshall, Essex, CO6 1UH

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THE NEXT MEETING OF THE PARISH COUNCIL

will be held on

TUESDAY 22 AUGUST 2023

at 7.30pm

at Coggeshall Village Hall, Keys Room

for the purpose of transacting the business shown in the agenda below

The public and press are welcome to be present

Please note that this meeting may be recorded

Clerk

15 August 2023

AGENDA

2023/85	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2023/86	Declarations Of Interests To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.	
2023/87	Minutes of Previous Meeting To approve the minutes of the meeting held on 17 July 2023.	App 1
2023/88	Public Forum 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 unless invited by the Chair.	
2023/89	Clerk's Report To receive the Clerk's Report.	App 2
2023/90	Finance i) Bank Reconciliations & Balances as at 30 July 2023. ii) Accounts Payable iii) To note the up-to-date position with income and expenditure year to date in the current financial year.	Apps 3(i) 3(ii) 3(iii)
2023/91	RFO Year End Report To review and approve the RFO Year End report to 31 March 2023 for publication on the Council's website.	App 4
2023/92	Cyber Liability Insurance Renewal To retrospectively approve renewal of the Council's Cyber Liability Insurance for a 12 month period from 14 August 2023 at a cost of £370.25.	App 5

2023/93	<p>Village Hall – Removal of Honeycomb and Related Works</p> <p>To agree the quote from Beegone/PGH Pest Prevention, to remove the honeycomb and honey from the roof space above the storage room in the Parish Office at the Village Hall. The quote is a minimum of £2,500, with potential further costs if there are unexpected issues, or more time is required. This is emergency work to clear up a health and safety problem, and to prevent further damage to the fabric of the building or structure.</p>	App 6
2023/94	<p>Retrospective Expenditure Agreement</p> <p>To agree the following expenditure retrospectively, having been undertaken between Council meetings by the Clerk, in agreement with the Chair, and the Chair of Finance Committee, under Financial Regulation 4.1. The expenditure was as follows:</p> <ul style="list-style-type: none"> • CPC Van Motor Insurance Renewal: Renewal premium of £660.36 • Noticeboard Repair: Recreation Ground noticeboard – to remove, repair and renovate: Quoted cost of £1,212 by Z Woods Creations. Work required as noticeboard door has broken, and posts were rotten, leaving the board in a precarious state. • Village Hall: Security Shutters – Electrical Work: Required following annual service visit, which identified faulty electricals. Expenditure: £486.00. 	App 7 App 8 App 9
2023/95	<p>Village Hall Boiler – Future-proofing Parts Supply</p> <p>To agree to the recommended holding of parts for the Village Hall boiler by Lindsey Heating, to ensure supply of those elements which are being discontinued. Cost of the supply as recommended is £761.54.</p>	App 10
2023/96	<p>Playground Repair and Maintenance – School Mews Play Area</p> <p>To agree to repair and maintenance work identified in the Annual Inspection report, for the supply and fit of new swing chains to the toddler swings, and the supply, installation and reinstatement of the matting surface around the roundabout. Quote for a total of £821.76 from Playfix, as part of ongoing current maintenance work.</p>	App 11
2023/97	<p>IT Work</p> <p>To agree to the quote provided by CPC's IT contractor, Sarala Computers, for the following:</p> <ul style="list-style-type: none"> • Supply of Councillor and Staff CPC email accounts: £1.97 per account. Amount required: 14 Councillors, 2 Staff and 1 for the CPC magazine. Total of 17 accounts. • Extension of the public 'open' network to boost the Keys Room WiFi service, and extend into the Museum building. Cost of labour and parts: approx. £780. 	App 12
2023/98	<p>Date of the Next Meeting</p> <p>The next Parish Council meeting is scheduled for 18 September 2023.</p>	