

**COPYTHORNE PARISH COUNCIL MEETING – TUESDAY APRIL 13TH 2021**

**Item 8 – Update on agreed actions arising from minutes of meeting of Copythorne PC held on March 9<sup>th</sup> 2021**

**42/21 Public Session**

**ACTION – Clerk to follow up with resident to obtain the details.**

The Clerk obtained the required details and report is being presented by Cllr. Chillcott at today's meeting

**46/21 To Approve the Minutes and agreed actions of the Meeting of February 9th 2021**

**ACTION – Clerk to ensure that the minutes are signed by the Chairman**

The Chairman has signed the minutes.

**47/21 Matters arising from the Minutes of the previous meeting**

205/20 New SID - Clerk will undertake this action in due course (2021/22) budget

**48/21 To receive and approve a report on Parish Online**

**ACTION – Clerk to set up Parish Online Subscription and add review of GIS/Parish Map to July agenda**

The Clerk has completed the required actions

**49/21 To receive and approve a report on Bus Shelter Adoption**

**ACTION – Clerk to action the recommendations.**

The Clerk has completed recommendation 2 and will report on the completion of recommendation 1 at the May 4<sup>th</sup> 2021 Council meeting.

**50/21 To receive and approve a report on Parish Noticeboards**

**ACTION – Clerk to progress order for 2 noticeboards from Greenbarnes Ltd at cost of £2,659.83 (ex VAT)**

The Clerk has ordered the noticeboards.

**51/21 To receive and approve a report on the February 2021 Operational Playground Inspection**

**ACTION – Subject to COVID-19 restrictions a “Working party” to be arranged for w/c March 29 2021.**

This task has been delayed and is now expected to take place w/c April 12<sup>th</sup> 2021

**ACTION – Clerk to book Visual Inspection training when COVID restrictions allow**

The Clerk has booked training for May 11<sup>th</sup> 2021

**ACTION – Clerk to book Annual Inspection visit with Nick Adams for August 2021**

The Clerk has submitted a request to Nick Adams and is awaiting a confirmed date.

**54/21 a. To receive and agree the Bank Reconciliation for February 28th 2021**

**ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Lady Kara**

Cllr. Lady Kara signed the reconciliation

**b(i). To receive and agree an additional Payments Schedule for February 2021**

**ACTION – Clerk to ensure schedule & electronic payments instructions are signed as above**

Cllrs. Lucas & Lady Kara signed & returned the schedule and electronic payment instructions.

**b(ii). To receive and agree the Payments Schedule for March 2021**

**ACTION – Clerk to ensure schedule & electronic payments instructions are signed as above**

Cllrs Lucas & Lady Kara signed & returned the schedule and electronic payment instructions (with the exception of EP59 which was signed by Cllrs. Herra & Lady Kara).