**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the first meeting of the Heybridge Basin Parish Council Village Amenities Working Party will take place on 7th December 2020 commencing at 4.30 pm.

Due to current Covid-19 restrictions this will be a virtual meeting. The meeting is open to the press and members of the public. Details as to how to join the meeting can be obtained by e-mailing the Clerk on the morning of 7th December 2020.

**ALL MEMBERS of the WORKING PARTY ARE HEREBY SUMMONSED** to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed: Date: 1st December 2020

John Watson.

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **The Clerk to declare the meeting open.**
2. **To receive notification from any persons present of intent to record the meeting.**
3. **To appoint a Chair of the Village Amenities Working Party**
4. **To appoint a Vice Chair of the Village Amenities Working Party.**
5. **To receive apologies for absence.**
6. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
7. **Budgetary and Precept Requirements**
8. To identify a member or members to discuss with Council the outline, and where relevant, the content of a Parish Development Plan for 2021-2 and to determine and to make available the cost of such a plan and its relevant budget requirement.
9. To agree a time line for such discussions and proposals.
10. **Future Projects**
11. To consider and determine working arrangements for the Working Party and its interface with other Parish interests and in particular to identify arrangements for interface with the Conservation Group, the Sailing Association and with others which might be involved.
12. To consider and discuss procedures for identifying matters to be recommended to Council which, in the opinion of the Working Party, should be considered by Council.
13. To discuss procedures for the Working Party which include outline liaison with Council concerned with its detailed consideration of specific issues of village interest.
14. **Future Meetings**
15. To agree the dates of meetings for the remainder of the Council year. **.**

Clerk Contact details: [heybridgebasinpc@gmail.com](mailto:heybridgebasinpc@gmail.com)

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)