

# RUNWELL PARISH COUNCIL

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**Runwell Village Hall, Church End Lane**  
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**ESSEX SS11 7JE**

To all Councillors

30<sup>th</sup> September 2025

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 6th October 2025 at 7.00pm for the purpose of transacting the following business:

## AGENDA

Chairman's Welcome

### **1. Apologies**

**2. Declarations of Interest** - All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified her about.

### **3. Public participation session with respect to items on the agenda and other matters of mutual interest.**

(In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council can do so during the public Forum). The meeting will adjourn for questions from the members of the public. The Council will first hear from Councillors and then from the public. (Maximum time allowed for this section is 15 minutes)

*Please note: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

### **4. Co-option of Councillor – One Vacancy**

### **5. Minutes of Council Meeting held 1<sup>st</sup> September 2025; Minutes of Planning Committee held 15<sup>th</sup> September 2025; Minutes of Park Committee held 15<sup>th</sup> September 2025**

**6. Review Hall & Park Committees** – to confirm terms of reference, membership, quorum, meeting arrangements, and appointment of Chairs in accordance with Standing Order 4d. See Appendix 2.

**7. Clerks report** (covers matters since last meeting, business requiring a decision is listed on the agenda) See Appendix 1

### **8. Finance**

(i) Payments for approval

Continued:

- (ii) PKF External Audit – AGAR 24/25 signed off and report
- (iii) Receipts & Payments; Bank Reconciliation 1<sup>st</sup> Apr – 30<sup>th</sup> September 2025
- (iv) Review Gas contract and fix prices for Village Hall (see Clerks report)
- (v) Allotment rent review. (One year's notice required for an increase) (see Clerks report)

**9. Correspondence**

**10. Reports:** Committees (Hall and Park), Runwell Roundabout, Allotments, School Governor, Public Rights of Way, CCC Officers, Representatives etc.

**11. Notices of Motions and Future Business:**

- (i) Planning Committee meeting Monday 20<sup>th</sup> October 2025 if business requires
- (ii) Hall & Park Committees 20<sup>th</sup> October 2025 (Budget items for precept 26/27)

**12. Agenda items for the next meeting** of Runwell Parish Council on 3<sup>rd</sup> November 2025. Please note that no decision can lawfully be made under this item. LGA 1972 section 12 10(2) (b) states that business must be specified.

*J Norinkeviciute*

**Clerk to the Council**  
30<sup>th</sup> September 2025

## **Appendix 2**

### **Roles and Expectations of Committee Members**

The purpose of this appendix is to outline what is expected of members of the Hall and Park Committees, with particular reference to the role of the Chair.

### **General Responsibilities of Committee Members**

- To attend meetings and contribute to decision-making.
- To support the delivery of council policy and objectives relating to the Hall and Park.
- To assist, where appropriate, with the practical management and oversight of facilities.

### **Specific Responsibilities of the Committee Chair**

#### *Park Committee Chair*

- Act as the first point of contact for matters relating to the Park, including liaison with the Village Caretaker, and other ongoing day-to-day issues.
- Be available in case of emergencies, including opening the gates if the caretaker is unavailable.
- Meet contractors on site and oversee works relating to the Park.
- Hold a set of keys relevant to Park facilities.

#### *Hall Committee Chair*

- Be available to respond in the event of emergencies relating to the Hall.
- Ensure **Saturday hirers** are provided with access (keys may be delegated to other committee members if the Chair is unavailable).
- Meet contractors and oversee works relating to the Hall.
- Hold a set of keys relevant to Hall facilities.

### **Important Note**

The role of Chair carries a significant level of responsibility and day-to-day involvement. Members are asked to put themselves forward only if they have the time, commitment, and willingness to take on these duties.

Both Chairs are expected to provide leadership within their committees and ensure smooth day-to-day running of council facilities in cooperation with other members and staff.