**Notice of a Full Parish Council Meeting**

**Members of the public and press are invited to attend all Parish Council meetings.**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting: Full Parish Council Meeting

Time: 18:00hrs

Date: Monday 3rd October 2022

Venue: Holford Village Hall (Fairfield Room), Holford. TA5 1SD

This meeting is to conduct normal business.

Yours faithfully,

Text, letter

Description automatically generated

Karen Scott

Clerk to Kilve Parish Council

26th September 2022

|  |
| --- |
| Following the convening of the council, there will be an opportunity for members of the public (who are not normally permitted to speak during the meeting except by special invitation of the chairman) to participate before the start of the business part of the meeting, by asking questions, raising concerns or making comments on matters affecting Kilve.  No decisions can be taken during this session, but the chairman may decide to refer any matters raised for further consideration at a later meeting.  Please note: Councils cannot lawfully decide items of business that is not specified in the summons/agenda. |

**Notice of a Full Parish Council Meeting**

**AGENDA**

1. Co-option and signing of Acceptance of Office.
2. To receive apologies for absence and approve the reasons given.
3. Declaration of Interests
4. To approve and sign as a correct record the minutes of the Full Parish Council meeting held on 19th July 2022.
5. Update on outstanding actions
6. Public Participation - Members of the public representation on non-agenda items
7. To receive report from County Councillor – Cllr Hugh Davies
8. To receive report from County Councillor – Cllr Rosemary Woods
9. To receive report from District Councillor – Cllr Chris Morgan
10. Finance – Clerk
    * 1. To review Budget against spend to date
      2. To report invoices paid during since last meeting
      3. To approve invoices still to be paid
      4. To review bank account balances as at 31st August 2022
      5. To review current VAT claim back position
      6. To start to consider Budget/precept requirements for 2022/2024
      7. External Auditor – opt in/opt out decision by 28th Oct. (see paper)
11. Updates from Parish Councillors as at 31st August 2022
    * 1. Cllr Collins: Finance and Political

Contingency Plan

* + 1. Cllr Eyley: Planning, Policies and Procedures

Formally adopt the revised Standing Orders

Publication Scheme Policy

Data Protection Policy

Complaints Procedures Policy

Local Community Network Update

Kilve Traffic Committee Update

Staff Committee minutes/update

Review of Policies and Procedures

* + 1. Environment

Permissive path update

* + 1. Cllr Blackley: Public Engagement and Training

Christopher Robin Park

Free Trees (see paper)

* + 1. Cllr Grigg: Well-Being

Village info/help (see paper)

1. Matters of Report: All Councillors
2. Correspondence.
   * 1. Received/responded
3. To review items outstanding from 2021/2022 Internal Audit.
4. To review minutes of Annual Parish Meeting
5. Date of next meeting: Tuesday 15th November 2022 at 18.00hrs – venue Kilve Village Hall

End of Agenda

|  |
| --- |
| Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings.  This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.  If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording.  You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. |