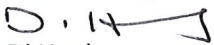


31<sup>st</sup> January 2024

All Councillors are summoned to attend an ORDINARY MEETING of the PARISH COUNCIL to be held on Monday 5<sup>th</sup> February 2024 at 7.30pm in the Pavilion, Englefield Road. The following business will be transacted.

Regards



Di Hughes

Operations Manager/Clerk

## AGENDA

### 1. Apologies

Council to receive apologies and reasons for absence.

### 2. Declarations of Interest & Dispensations

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

### 3. Approval of Minutes of The Previous Meeting

Council to approve and sign the minutes of the previous Council meeting.

### 4. Open Meeting

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

Council request that questions relating to the draft budget are submitted to the Clerk in writing in advance of the meeting at least 24 hours before the meeting.

### 5. Monthly Reports

- a. Council to receive a report from District Councillor Macro.
- b. Council to receive a monthly report from the Chair.
- c. Council to note the weekly reports received from the Clerk.
- d. Councillors to give a brief verbal monthly update on their Council duties.

### 6. Correspondence Received

Council to note the correspondence received.

### 7. Planning Matters

- a. Council to consider and respond to planning applications received.
- b. Council to note the planning decisions, appeals and withdrawals received.

## **8. Finance & Accounts**

- a. Council to consider and approve invoices for payment.
- b. Council to receive, consider and approve quotes.
- c. Council to note payments made by the Clerk outside of meeting using delegated powers.
- d. Council to note internal transfers made in the last month & bank balances as at 31.01.2024.

## **9. Christmas Market Event & Christmas Lights Contract**

- a. Council to be advised of changes to this event from 2024.
- b. Council to receive and consider the updated quote from preferred supplier following site visit.
- c. Council to receive illumination options for new Christmas Lights.
- c. Council to decide how to allocate profits made from the Christmas Market 2023.

## **10. Community Grant Applications**

Council to receive and consider new application process.

## **11. Budget Setting 2024/2025**

Council to receive draft budget for 2024/2025

Note: Council members are requested that questions relating to the draft budget are submitted to the Clerk in writing in advance of the meeting.

## **12. Councillor Vacancies & Co-option**

- a. Council to consider the need to fill the existing vacant posts before the Annual Meeting in May 2024.
- b. Council to agree timeframes and process.

## **13. Date Of Next Meeting**

Monday 4<sup>th</sup> March 2024 @ 7.30pm

**Members of the public and press are very welcome to attend.**