**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: 19:00hrs

Date: Monday 14th November 2022

Venue: Holford & District Village Hall, Holford. TA5 1SD

This meeting is to conduct normal business.

Yours faithfully,

Text, letter

Description automatically generated

Karen Scott

Clerk to Holford Parish Council

7th November 2022

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| 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 Holford.  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**

Have your say – Community issues / concerns.

Duration and content at Chairman’s discretion.

PCC – Mark Shelford – Police and Crime Commissioner

**PARISH COUNCIL MEETING AGENDA**

1. Apologies for absence.
2. Declarations of Interest and Requests for Dispensations.
3. Previous meeting minutes – Approve and matters arising.
4. Councillors – All
   * To appoint (by a vote) a Vice Chair.
   * Council to appoint a representative for Bus issues.
   * To approve the following policies
     1. Expenses
     2. Equal Opportunities
     3. Sickness - abscence
     4. Disciplinary
     5. Grievence
   * Council to discuss defibrillator options.
   * Council to choose a LCN representative.
   * Councillors to accept offer of new memorial tree saplings.
   * Councillors to consider offer to extend timeline on Community Review project.
   * Councillors to consider road safety proposals to limit danger of deer, road traffic accidents.
   * EH meeting with Quantock Staghound update
   * KH to propose next action for SIDS installation based on quotes.
   * KH to confirm whether we have permission to install SIDS from Highways
   * KH to consider Facebook Page for PC
   * KH to consider Holford news and views hard copy
   * KH to review Parish Online
   * KH to review/resolve email system issues
   * SMT to consider Alfoxton Drive maintenance
   * SMT to review Mountain Biking complaint
   * SMT Hinkley Point Site Stakeholders meeting update
5. Finance matters - KS.
   * Review budget spend to date
   * Report/approve invoices paid since last meeting and invoices to be paid.
   * Hema Stanley final pay and back pay following pay agreement.
   * Review and agree account balances – sign statement
   * Explain VAT Claimback
   * Consider budget for precept 2023/24
6. Requests via email correspondence – KS.
7. Any other business for next agenda.

End of Agenda

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| 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. |