**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: 19:30hrs

Date: Monday 8th January 2024

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

2nd January 2024

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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.**

**PARISH COUNCIL MEETING AGENDA**

1. To receive apologies for absence and approve the reasons given.
2. Declarations of Interest and Requests for Dispensations.
3. To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 13th November 2023.
4. Update on outstanding actions not appearing on the agenda.
5. To receive reports from:
   * County Councillor – Cllr Hugh Davies
   * County Councillor – Cllr Rosemary Woods
6. To Receive Chairs report – Cllr Mike Copleston
7. Councillors – All
   * MC – SIDs – Update on current position.
   * MC - Restoration of fingerposts; Update on current position.
   * MC – Holford Road Safety Working Group; Update on current position.
   * MC – SALC AGM Update
   * MC - LCN – Update
   * MC – Maintenance contract amendment
8. Clerk Report and Finance matters - KS.
   * To review budget spend to date
   * To report/approve income received and invoices paid since last meeting
   * To review and agree invoices to be paid.
   * To review and agree account balances – sign Bank statement.
   * To agree budget and precept requirements for 2024/2025.
   * To set Precept request amount.
   * To consider/agree method to inform residents of vital information.
9. Correspondence – KS.
10. Any other business for the next agenda.

* Reports from Coffee Morning and to determine the next steps, if any.

1. Date of next meeting Full Parish Council Meeting 11th March 2024.

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. |