

# CHARLTON HORETHORNE PARISH COUNCIL

**Clerk:** Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

**Tel:** 07783 475200

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## Notice of the next Parish Council Meeting

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...                   **Charlton Horethorne Parish Council**  
Time...                         **19:30hrs**  
Date...                         **Monday 31<sup>st</sup> May 2023**  
Venue...                        **Charlton Horethorne Village Hall**

Councillors will be discussing all the items listed on the Agenda.

*Julie Ferguson*

Julie Ferguson  
**Parish Clerk**  
**25 May 2023**

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.

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## PUBLIC SESSION

Questions and comments are invited from members of the public (**limited to 15 minutes in total, each individual limited to 3 minutes**). As issues raised during the public session may not relate to items on the agenda, no resolution for action can be taken<sup>1</sup>. A record of public participation shall not be included in the Minutes.

### Reports from County Councillors

Short oral reports are invited from County Councillors, regarding matters affecting Charlton Horethorne and the wider local community (if applicable to the local community)

## AGENDA

- 23/1 To elect a Chair**
- 23/2 To receive apologies for absence and to approve the reasons given**  
(LGA 1972 s85(1))
- 23/3 Declarations of interests** Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations)
- 23/4 To approve the minutes of the previous meeting** – 30th Mar 2023 (LGA 1972 sch 12, para 41(1))
- 23/5 To elect a Vice-Chair**
- 23/6 Matters to report from a previous meeting**
- 23/7 Planning decisions report**
- 23/8 Finance** – To approve the payment schedule for May 2023
- 23/9 Finance** – To report the payments made since the last meeting
- 23/10 Finance** – To approve the cashbook and bank reconciliation to 31<sup>st</sup> March 2023
- 23/11 Finance** – To consider the Internal Auditors Report
- 23/12 Finance** – To agree to exempt the Parish Council from an external audit, due to income or expenditure being less than £25K and sign the exemption certificate
- 23/13 To review and adopt the Standing Orders**
- 23/14 To review and adopt the Financial Regulations**
- 23/15 To review and adopt the Code of Conduct**
- 23/16 To review and adopt the Dignity at Work/Bullying and Harassment Policy**
- 23/17 To review and adopt the Freedom of Information Policy**

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**23/18 To review and adopt the Data Protection Policy**

**23/19 To receive Councillor reports**

**23/20 Items for the next agenda**

**23/21 Date of next meeting – tba**

**23/22 Exempt Session – Exclusion of the Press & Public**

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- i) **To consider candidates for the Chairs Award for Services to the Community.**

**End of Agenda**