



ST CUTHBERT (OUT) PARISH COUNCIL

COUNCIL SUMMONS

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council, which Members are summoned to attend, will be held in Dinder Village Hall, Dinder BA5 3PF on Monday 19th June 2023 at 7pm.

A handwritten signature in black ink, appearing to be 'ME' or similar initials, enclosed in a circular scribble.

Michele Exton

PARISH CLERK

St Cuthbert (Out) Parish Council

c/o Monitoring Officer

Mendip District Council

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Shepton Mallet BA4 5BT

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The Chairman will begin the formal business of the Council which is open to the Public to attend; during the meeting there is an opportunity for Members of the Public to speak - *please see item 06.*

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

A G E N D A

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given [LGA 1972 s85\(1\)](#). In addition to the risk assessment that the Council has carried out for face-to-face meetings, any Councillor or Staff who do not feel safe attending a meeting, due to medical grounds or risk to immediate family members, will not be required to attend and absence will be authorised – this policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

02. CO-OPTION OF UP TO 1 MEMBER TO REPRESENT THE SOUTH WARD

To co-opt up to 1 Member of the Parish Council to represent the South Ward. Each Candidate has up to 2 minutes to present to the Council why they would be selected as a Parish Councillor to represent part of the Ward. According to Arnold-Baker, the successful Candidates must have received an absolute vote of those present voting: "It follows that if there are more than two Candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained".

03. DECLARATIONS OF INTEREST

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (*NB this does not preclude any later declarations*).

03.01. To receive declarations of interest from Councillors on items on the agenda.

03.02. To receive written requests for dispensations for disclosable pecuniary interests (if any).

03.03. To grant any requests for dispensation as appropriate.

04. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#).

Item 18.

05. CHAIRMAN'S ANNOUNCEMENTS

06. PUBLIC QUESTION TIME

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairman or Parish Clerk). As issues raised in the public session may not relate to items on the agenda, no resolution for action can be taken. Members of the Public who would like to speak but who are not able to attend are encouraged to email parishclerk@stcuthbertout-pc.gov.uk and register their request.

07. LOCAL AUTHORITY REPORTS

To receive reports in person or in writing from:

- Avon & Somerset Police
- Somerset Council Councillors

08. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON WEDNESDAY 3RD MAY 2023

To confirm and sign as correct record the minutes of the Council held on Wednesday 3rd May 2023 (attached).

09. REVIEW BUDGET AND SPEND 2022/23

To consider the recommendation of the Finance & Scrutiny Committee 7th June 2023 to approve the budget and spend for the financial year 2022/23 (ANNEX D).

10. ACCOUNTS 2022/23

The Council to consider the Annual Governance and Accountability Return 2022/23 (ANNEX E1, E2, E3, E4, E5, E6, E7, E8 & E9).

11. ACCOUNTS FOR PAYMENT

To review and approve a schedule of items of expenditure and issuing of payment (ANNEX A & B) [LGA 1972 s150 \(5\)](#). An appointed Member at the meeting to verify all bank reconciliations produced by the RFO (ANNEX C1 & C2).

12. ALLOTMENTS RENT REVIEW

To review the recommendations of the Asset Management Committee 17th May 2023 and the Finance & Scrutiny Committee 7th June 2023 concerning the allotment rents 2023/24 (ANNEX F).

13. WORKING WITH THE NEW UNITARY AUTHORITY

To consider further the Council's position under the new unitary authority.

14. ENVIRONMENT WORKING GROUP (EWG)

To receive an update from the Council's EWG.

15. REPORTS OF WARD ACTIVITIES

To receive verbal reports on Ward activities that Members wish to report to Full Council.

16. NEW CHAIRPERSON TO BE ADDED TO THE BANK MANDATE

To approve that the new Chairperson Cllr Zorab is added to the bank mandate.

17. APPROVAL TO RECRUIT ADDITIONAL CLERICAL SUPPORT STAFF

Full Council 9th January 2023 approved the current year's budget which allowed for additional clerical support staff due to the increasing workloads. Full Council's approval is sought for the Staffing Committee to assess the staffing structure and commence recruitment for clerical support staff for up to an additional 20 hours per week.

18. SOMERSET COUNCIL'S CHAIRMAN'S AWARD

To consider nominations for Somerset Council's Chairman's Award (ANNEX G1 & G2).

19. DATE OF NEXT MEETING

7th August 2023 at 7pm.

20. DATE OF NEXT PARISH MEETING

9th April 2024.