



## 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 Easton Village Hall, Easton BA5 1EP on Monday 23<sup>rd</sup> October 2023 at 7pm.

A handwritten signature in black ink, appearing to be 'Michele Exton', written over a horizontal line.

Michele Exton

**PARISH CLERK**

St Cuthbert (Out) Parish Council

c/o Monitoring Officer

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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 NORTH WARD**

To co-opt up to 1 Member of the Parish Council to represent the North 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 Candidate 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 19.**

## **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](mailto:parishclerk@stcuthbertout-pc.gov.uk) and register their request.

## **07. LOCAL AUTHORITY REPORTS**

To receive reports in person or in writing from Somerset Council Councillors.

## **08. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON MONDAY 11<sup>TH</sup> SEPTEMBER 2023**

To confirm and sign as correct record the minutes of the Council held on Monday 11<sup>th</sup> September 2023 (attached).

## **09. BOWRING CLOSE UPDATE**

To update Members on the land at Bowring Close, Coxley.

## **10. RISK MANAGEMENT & POLICY STATEMENT AND RISK REGISTER**

To consider the recommendations of the Asset Management Committee 20<sup>th</sup> September 2023 and approve the Council's Risk Management & Policy Statement and Risk Register (ANNEX D1 & D2).

**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. D-DAY 80 ON 6<sup>TH</sup> JUNE 2024**

To discuss the Council's taking part in the D-Day 80<sup>th</sup> anniversary commemoration events.

**13. LCN UPDATE**

To receive a verbal update from Cllr Hathway.

**14. ENVIRONMENT WORKING GROUP (EWG)**

To receive an update from the Council's EWG.

**15. FINANCIAL REGULATIONS**

To approve the Council's Financial Regulations as reviewed by the Finance & Scrutiny Committee 16<sup>th</sup> August 2023 (ANNEX E).

**16. REPORTS OF WARD ACTIVITIES**

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

**17. ACCESSIBILITY STATEMENT**

To review the Council's Website Accessibility Statement (ANNEX F).

**18. PUBLICATION SCHEME**

To review the Council's Publication Scheme (ANNEX G).

**19. STAFFING COMMITTEE UPDATE**

To consider the recommendations of the Staffing Committee 3<sup>rd</sup> October 2023 regarding the recruitment of new Staff and the reassigning of existing Staff.

**20. DATE OF NEXT MEETING**

4<sup>th</sup> December 2023 at 7pm.

**21. DATE OF NEXT PARISH MEETING**

9<sup>th</sup> April 2024.