

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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9th January 2024

I hereby give notice that a meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 15th January 2024 commencing at **7.30pm**. The Press and the Public are invited to attend, Councillors are summoned to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



Public questions during a remote meeting: Questions can be forwarded to the Clerk prior to the meeting via email (as above) or given in person during item 4 - Public Participation. Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so.

AGENDA

1. Meeting administration

- a) Chair to open the meeting and welcome everyone
- b) To consider and approve apologies for absence
- c) To receive Declarations of interest on agenda items

2. To Approve the draft minutes of the Parish Council meeting on 4th December 2023 and for the Chairman to sign as a true record

- a) Matters arising from the minutes:-

3. Public Participation Session (To hear reports from the County Councillor, District Councillor and Comments from the Public)

4. Clerk Report, with details of emails and correspondence up to the period 8th January 2024

5. Chair & Councillors Report (updates and possible items for the next agenda - not requiring a decision)

6. Standing Items agreed from the Parish Plan EGM

- i. Road Closures - None for this meeting
- ii. A dedicated Bus Route - None for this meeting
- iii. Speeding in the Village - None for this meeting
- iv. A Tree for Every Household/Woodlands - Cllr Wells

7. Planning Consultations & Governance Consultations - None

8. To discuss the Memorial Wreaths for the Churches

9. Finance

a) Current Bank Balances as at 31st Dec 2023:-

Current Account = £3,889.23

Savings Account = £13,870.94

b) To review and approve 3rd Quarter Accounts - Cllr Cox

c) To review the Budget for 2024-2025 as recommended by the RFO, discuss and resolve the budget

d) To confirm the Precept for 2024-2025 and for the Clerk and Chair to sign

e) To confirm receipts received since Dec 4th Meeting

i) MSDC Pride in Your Place Grant - £250.00

ii) Bank Interest - £95.48

f) To approve and Authorise payments

i) Clerk Office Allowance, Mileage and Expenses - £49.25

ii) Clerk Wages for Jan - £424.25

iii) Citizens Advice Bureau £50.00

10. To discuss the emergency cancellation of the Elderly Citizens Christmas Luncheon

11. To discuss current bank signatories

12. Next meeting scheduled for Monday 4th March 2024