

SOUTH SOMERCOTES PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the next meeting of South Somercotes Parish Council, to be held on 15th January 2024 commencing at 6:00 pm in St Peter's Church, Louth Road, South Somercotes.

The business to be dealt is listed in the agenda. If you are unable to attend please notify me of your apology.

There will be a 15-minute public forum between 6:00 and 6:15 when members of the public may ask questions or make short statements to the Council. Your attendance is also requested during this period,

Signature..... Clerk to the Council Date

AGENDA

1. Chairman's remarks
2. Apologies for absence and acceptance of any reasons given
3. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations
4. Minutes of the last meeting held 04th December 2023 to be approved as a true record.

5. Matters outstanding:-

- a. Grass-cutting quotes and contracts *Report Cllr Baker*
- b. Defibrillator update i.e., position and power *Report District Cllr McNally*
- c. Parish Clerk vacancy *Report Cllr Baker*
- d. Website update *Report Cllr Lewis*

6. Financial matters:-

- a. Acquisition of official e-mail addresses .gov.uk Cllr Lewis
- b. Allocation of £220.47 raised from Christmas function
- c. Financial report including bank accounts, income and expenditure.
- d. Proposed purchase of laptop software and printer for parish clerk use Cllr Lewis
- e. Proposed purchase of web-based computer documents backup facility Cllr Lewis
- f. To discuss and agree the Council Precept for the coming year *Cllr Baker*
- g. Payments outstanding
- h. Bank account signatories and internet banking *Cllr Baker*
- i. External audit of council business and procedures including Public Interest Report and charge incurred for non-compliance of legal duty to submit audited accounts.
- j. PAYE payments to HMRC

7. Training and correspondence - Report Cllr Baker

8. Planning matters

9. Correspondence received.

10. Matters arising:
- a. Church lighting and heating, repairs to front door
 - b. To agree Proposal that the Council shall in all future correspondence and notices be known as South Somercotes Parish Council
 - c. Local publicity via notice board, Communication magazine and social media and adoption of media policy
 - d. To receive reports from representatives on outside bodies
 - e. Town Street/Billingsgate junction
 - f. Dog waste bin
 - g. Future events

11. Agree dates for future Council meeting.

12. To resolve to move into closed session to consider confidential and legal matters in accordance with the **Public Bodies (Admission to Meetings) Act 1960**.

Should this resolution be passed, public and press will be required to leave the meeting at this stage.

- a. To resolve the employment of a permanent clerk to the Parish Council,
- b. To receive a report on the clerk's annual performance and agree any actions resulting from this review.

13. Meeting close.