

## ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. L.Price, R. Pearce, I. Morris, S. Horsfield, C. Sargeant, B. Dupreez, K. Johnson, N. Emms,  
P.Mcfaul, S. Hearn, J. Prinn, S. Harbord

Dear Members,

I hereby give you notice that an Extraordinary Meeting of St Cleer Parish Council will be held on  
**Wednesday 6<sup>th</sup> September at 7pm in the Pavilion, Sports Field, St Cleer.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

Ivor Morris

Press and public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1	<b>Persons Present/Absent:</b> To note persons present and absent	
2	<b>Receive any Declarations of Interest from Members/Dispensations</b> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations	
3	<b>Allow 15 minutes for members of the public to address the council</b>	
4	<b>Elections</b> i) <b>Announcement from Vice Chair, Cllr. Raymond Pearce</b> ii) <b>To elect a Chair</b> iii) <b>To elect a Vice Chair if necessary</b>	
5	<b>Approval of Minutes of previous meetings:</b> i) <b>To RESOLVE to approve the Minutes of July 12<sup>th</sup> 2023</b> ii) <b>To RESOLVE to approve the Minutes of July 26<sup>th</sup> 2023</b>	
6	<b>Finance</b> i) <b>To note the total balance of £168,954.83 in PC bank accounts on August 30<sup>th</sup> 2023 consisting of:</b> Unity Current: £72,262.94 Unity Deposit: £28,531.90 HSBC Current: £37,441.03 HSBC Deposit: £30,718.96 ii) <b>To choose a councillor to do the deep dive internal control checks in September 2023</b> iii) <b>End of Year Financial Summary for the Civic year 2022-2023</b>	
7	<b>External Audit and Year End Accounts</b> i) To RECEIVE and APPROVE the Annual Governance Statement, 2022-2023 ii) To RECEIVE and APPROVE the Annual Accounting Statement, 2022-2023 iii) To RECEIVE and NOTE the Internal Auditor's Report	

8	<b>Policies and Documents</b> i) To RESOLVE to adopt the revised Standing Orders as circulated ii) To RESOLVE to adopt the revised Financial Regulations as circulated iii) To RESOLVE to adopt the revised Financial Risk Assessment as circulated iv) To RESOLVE to adopt the Code of Conduct policy as circulated v) To identify policies from but not limited to those listed below, that require updating and set up working group(s) to do so: a) Abusive, persistent and vexatious matters b) Social Media c) Health and Safety d) Data Protection e) Complaints f) Employment	
9	To RESOLVE to have a deadline of 12 noon on the 3 <sup>rd</sup> Wednesday of the month for invoices to the council, with invoices received after this deadline being put in for payment the following month	
10	To RESOLVE to give the Acting Clerk and Assistant Clerk authority to move the council's HSBC bank accounts to Lloyds Bank plc	
11	To RESOLVE to add {insert names} as signatories to the Lloyds account(s) once set up <i>Interested councillors should make their names known to the Chair and Clerk either prior to the meeting or promptly at the start of this item.</i>	
12	To RESOLVE to pay to CALC, when invoiced, the sum of £250 plus VAT and mileage for in-person Code of Conduct training, with the probable date of training to be the evening of October 18th 2023	
13	To RESOLVE to form a working group of councillors {insert names}, headed by Cllr. XX to work on stopping or mitigating the planned school bus cuts in 2024	
14	<b>Subcommittees and Appointments</b> 1) To appoint representatives to outside bodies who will notify parish in advance of any meeting and report back on all matters at the Parish meeting following the external meeting: i) Commoners Association ii) Police & Crime Commissioner Liaison 2) To appoint members to committees and any sub-committees: i) HR ii) To consider whether any new committees should be formed or previous committees reformed	
15	<b>Subscriptions: To Review the council's subscriptions:</b> i) CALC ii) SLCC (Clerk/Asst Clerk) subscription(s) iii) Any other subscription (s) not aforementioned	
16	<b>Matters Arising/Date of Next Meeting</b>	
17	<b>Plans and Priorities: 30 minutes (approx.) for councillors to discuss priorities and identify and allocate key tasks to be done</b>	

