

SHEPTON BEAUCHAMP PARISH COUNCIL

c/o Parish Clerk, Lavender Cottage, Shells Lane, Shepton Beauchamp TA19 0LX
E-mail: clerk@sheptonbeauchamppc.org.uk

NOTICE OF THE PARISH COUNCIL MEETING

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of: **Shepton Beauchamp Parish Council**

Time: **7:30 pm**

Date: **Monday 15th July 2024**

Place: **Village Hall, Middle Street, Shepton Beauchamp. TA19 0LQ**

Councillors will be discussing all the items listed on the Agenda



Stella Davies
Parish Clerk
9th July 2024

7.30 pm – prior to the start of the meeting

Questions and comments from members of the public. This provides the opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments affecting the Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

Reports from County Councillors. The County Councillors are invited to give a short oral report on matters affecting the Parish. Members of the public, as well as councillors, may ask questions on matters raised.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

SHEPTON BEAUCHAMP PARISH COUNCIL - AGENDA

Meeting Monday 15th July 2024 7:30 PM

Ser	Item	Lead	Time
1095.	To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))	Clerk/RFO	1 min
1096.	Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act s33 (b-e). (NB this does not preclude any later declarations)	Chair	1 min
1097.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 17th June 2024 (LGA 1972, sch 12, para 41(1)).	Chair	1 min
1098.	LCN (Local Council Network) To discuss any relevant issues that have been received from the LCN	Chair	5 mins
1099.	Washcross drains To discuss the issue of the drains at Washcross, which was raised by a member of the public at the June meeting and resolve what action needs to be taken	Chair	10 mins
1100.	Publication Scheme v2 Resolve to approve and re-adopt the Publication Scheme v2 (missed from May 2024 agenda)	Chair	3 mins
1101.	Staffing Committee Terms of Reference v3 Resolve to approve and re-adopt the TOR with next review date to be set at May 2025 in line with other policies	Chair	3 mins
1102.	Risk Assessment v4 To review the risk assessment and to set the next review date at January 2025 in line with the recommendation from the Internal Auditor (a 6-monthly review)	Chair	8 mins
1103.	Action Plan To discuss the documentation previously circulated by the Chair	Chair	30 mins
1104.	Working hours of the Clerk To review the current hours of the Clerk	Cllr Rowswell	8 mins
1105.	Potential induction for new Councillors To discuss potential induction for new councillors	Cllr Wakely	10 mins
1106.	Quarterly Budget Report Quarter 1 To review the budget report for April - June <u>For information only – no resolution required</u>	Clerk/RFO	5 mins

1107. CIL Monies To resolve whether to use some or all of the CIL monies held in Reserves towards the repairs of the play equipment	Clerk/RFO	5 mins
1108. Finance To review the Bank Reconciliation as at 30 th June 2024 (previously circulated). To approve the schedule of payments totalling £2,064.98 (previously circulated)	Clerk/RFO	5 mins
1109. Report from Clerk/RFO. <u>For information only</u>	Clerk/RFO	5 mins
1110. Reports. To receive updates from councillors: Highways – AR Lethbridge Recreational Ground Committee – TE Ranger - NWC Allotments - NH Cowleaze - DB Footpaths – EW/AR <u>For information only – no resolution required</u>	All	15 mins
1111. Annex A – Deferred items register – update	All	2 mins

Date of next meeting: Monday 16th September 2024