

STRATTON STRAWLESS PARISH COUNCIL

Locum Clerk: Miss Lolly Dawson Email: ssparishcouncil@outlook.com

NOTICE OF MEETING AND SUMMONS TO ATTEND The meeting of the Parish Council will be held on Monday 13th November 2023 at 7:30pm in Burroughes Hall, Parish Road.

AGENDA

1. To receive apologies

2. To receive Declarations of Interest and consider any requests for Dispensations.

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda. To consider any dispensation requests.

3. To approve minutes of the meeting held on 11th September 2023

4. To report matters arising from the previous meeting not on the agenda

Note: No decisions can be made under this agenda item.

5. To receive District and County Councillors & Police reports

6. Public participation

7. To discuss and agree any action regarding outstanding issues.

7.1. To receive an update on the Induct Training

7.2. To receive an update on the laptop for the SAM2

7.3. To receive an update on the ramp for mobility scooters at bus stops

7.4. To receive an update on the lights for bus stops

8. Planning

9. Administration

9.1. To consider the purchase of a Parish Council mobile phone.

9.2. To agree the transfer of Microsoft Office account to the Parish Council.

9.3. To agree to update clerk contact details wherever necessary.

9.4. To consider and adopt a General Reserves Policy.

9.5. To consider a representative for the Reading Rooms Charity.

10. Finance

10.1. To agree locum clerk access to all things necessary relating to banking and payroll.

10.2. To receive Bank Reconciliation

10.3. To approve payments up to and including September and October 2023.

Company	Description	Net	Vat	Gross
	Staff Costs Months 6 & 7	£552.61	£0.00	£552.61
Microsoft	Monthly subscription 9/10/23	£9.40	£1.88	£11.28
Microsoft	Monthly Subscription 9/9/23	£9.40	£1.88	£11.28
T.W.D Outdoor Pursuits	Grass-cutting July, August, September, October, November.	£250.00	£0.00	£250.00

10.4. To receive a budget/expenditure review for 2023/2024.

10.5. To consider the draft budget for 2024/2025 financial year.

11. Receive items for agenda of next meeting.

12. Date of next meeting

- 12.1. To consider and agree the 2024 meeting dates and agree the date for the next meeting.

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item in view of the confidential nature of the business to be transacted as the item relates to Terms and Conditions of Employment. If resolved, such items to be dealt after the item that confirms details of the next meeting.

13. Staffing Matters

- 13.1. To agree the appointment of a locum clerk and the employment terms.
13.2. To consider the recruitment pack and any further actions.