NETHER STOWEY PARISH COUNCIL

PARISH COUNCIL MEETING
Monday 9th March 2020 at 7pm
AGENDA

1. **Apologies**
   To approve the reasons for the absence of Parish Councillors

2. **Declarations of Interest and Dispensations**
   To receive declarations of Members' interests and dispensations in accordance with the Code of Conduct

3. **Public Session**
   Members of the public may raise questions or issues with the Parish Council

4. **Minutes of Previous Meeting**
   To approve the minutes of the Parish Council meeting held on 10 February 2020
   To note the draft minutes of the Planning Committee meeting held on 2 March

5. **District and County Council Liaison**

6. **Grant Application**
   To approve a grant for Stowey Walking

7. **Office IT**
   To approve the use and cost of OneDrive for Business

8. **Financial Management**
   a) *To receive the Budget Report to 6 March*
   b) *To approve expenditure incurred since the Parish Council meeting of 10 February 2020*
   c) *To note the most recent bank reconciliations and accounts check*
   d) *To approve the proposed end of year budget actions*

9. **Highways**
   To note matters attended to or items requiring attention

10. **Reports**
    a) *Chairman's Report*
    b) *Clerk's Report*
    c) *To receive other reports from Members and as Parish Council Representatives on outside bodies*

11. **Forthcoming Meetings and Events**

12. **Parish Council Meeting – Monday 20 April**
    Please note that it was agreed to delay this meeting from the usual schedule as a meeting cannot be held on 13 April (Easter Monday

NETHER STOWEY PARISH COUNCIL

PARISH COUNCIL MEETINGS
CONTRIBUTIONS BY MEMBERS OF THE PUBLIC

This note has been produced for the benefit of members of the public attending meetings of the Parish Council. It explains how and when members of the public may contribute to the meeting.

Parish Council meetings are open for the public to attend but are not public meetings. In order to facilitate contributions by members of the public there is a public session prior to the main part of the formal meeting. During the **public session**, members of the public are welcome to address the Council on any matter relating to the agenda or on any other matter that they would like the Parish Council to consider at a future date. It is helpful if you inform the Chairman or the Clerk beforehand of any matter you wish to raise, so that the Clerk can bring any necessary information to the meeting.

The conduct of Parish Council meetings are governed by the Parish Council's Standing Orders (adopted 14 October 2019). These are available from the Parish Office or on the Council's website.

Public Session

- If you wish to speak, please raise your hand to indicate this. Where possible, please stand (if possible) when speaking. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- Please address your comments to the Chairman.
- Unless otherwise specified by the Chairman, the Public Session shall last a maximum of 15 minutes. Each member of the public is entitled to speak once only and shall not speak for more than three minutes.
- The Council is not required to give a response to a matter raised during the public session but may do so. Alternatively, the Chairman may direct the Clerk to follow the matter up or give a written response at a later date. **Please note that** no decisions can be made and no expenditure approved on any item raised during the public session unless the matter has been legally notified on an agenda in advance.
- A brief summary of the issues raised during the public session are included in the minutes of that meeting: it is not required to provide a detailed or *verbatim* account of the proceedings.

Parish Council Meeting

At the end of the public participation session, the Chairman will resume the formal meeting under standing orders. **Members of the public are asked to respect the fact that this is a meeting to conduct Council business. They are not permitted to enter into the debate of agenda items.** The Chairman may at his or her discretion, invite members of the public to speak on an agenda item if he feels that they have some expertise or experience in the matter being discussed. In this case, he will temporarily adjourn the meeting to allow them to speak.

Members of the public disturbing a Council meeting will be asked by the Chairman to be quiet and if they persist, he will then ask them to leave. If a meeting becomes unmanageable because of interruption, or impossible to be continued due to disturbance or disregard for the Chairman's instructions, the Council can and will resolve either to close the meeting for a period of time or to have the meeting recalled for another date.