



Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of Cotford St Luke Parish Council to be held on **Thursday 18th July 2024**, starting at 18.30, in the Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ, for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at Council meetings are asked to contact the Council in advance at clerk@cotford-st-luke.org.uk. Documents are available in large print by request.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to section 3 of the Council's Standing Orders ([2022 23-CSL-PC-Standing-Orders-signed.pdf \(cotford-st-luke.org.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to section 3 of the Council's Standing Orders ([2022 23-CSL-PC-Standing-Orders-signed.pdf \(cotford-st-luke.org.uk\)](#)).**

Katharine Sheehan FSLCC, Locum Clerk (signed on original)
12 July 2024

Agenda

27/24

To receive and approve apologies for absence.

a. To record members present:

Schedule 12 of the Local Government Act 1972 requires:

- a record be kept of the members in attendance.
- this record forms part of the minutes of the meeting.
- Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.

b. To approve any apologies for absence:

Section 85(1) of the Local Government Act 1972 requires:

- Members present to decide if the reason(s) for a member's absence are acceptable.

28/24

To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

The Localism Act 2011 and the Council's Code of Conduct requires:

- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
- Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

29/24

To approve the draft minutes of the Parish Council meeting held on 5 June 2024.

30/24

Public Open Forum: Questions may be put to the Council in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Chair reserves the right to vary or extend these time limits.

- 31/24** **To receive reports from:**
- a. Somerset Councillors.
 - b. Representative(s) to the Taunton Local Community Network.
 - c. Cotford St Luke Neighbourhood Policing Team.
- 32/24** **Finance & Governance:**
- a. To receive a verbal update on the progress with the Annual Return for 23/24, internal and external audit arrangements.
 - b. To receive a verbal update on progress with bank account signatories and access.
 - c. To adopt an updated Code of Conduct.
 - d. To adopt an updated Complaints Policy.
- 33/24** **Parish Clerk recruitment:** to receive a verbal progress update and consider extending the deadline for applications.
- 34/24** **Council meeting dates:** to confirm meeting dates for the 2024-25 municipal year.
- 35/24** **Village signs:** to consider quotation and approve locations.
- 36/24** **Website:** to consider quotations for a website upgrade.
- 37/24** **Amenities and assets:**
- a. Tennis courts: to receive a verbal progress update.
 - b. Multi Use Games Area: to receive a verbal progress update.
 - c. Parish Noticeboards: to consider the painting and varnishing of the boards.
- 38/24** **To receive Matters of Report** (verbal reports from Councillors for information only).
- 39/24** **Next meeting:** Thursday 19th September 2024, 18.30, Community Centre.