



Councillors are hereby summoned, and members of the public and press are invited, to attend an extraordinary meeting of Cotford St Luke Parish Council to be held on **Tuesday 29<sup>th</sup> July at 15:30** 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](mailto:clerk@cotford-st-luke.org.uk). Documents are available in large print by request.

Sarah Draper-Gammon, Chair (signed on original)  
23<sup>rd</sup> July 2025

### **Agenda**

- 163/25 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 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.
- 164/25 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.
- 165/25 To discuss the request from the Cotford St Luke 2025 Village Fete Committee for a contribution towards covering the costs of the fete.**