

**Agenda** for the Meeting of Creech St Michael Parish Council to be held at  
Creech St Michael Village Hall on  
**Monday 5 February 2024 at 7.00pm**

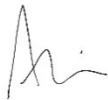
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk and RFO by noon the previous Friday would enable a full response when appropriate to be given.

Members of the public will be able to participate informally from 7.00pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that the appropriate arrangements can be made.

To all members of **Creech St Michael Parish Council**.

You are summoned to attend the Meeting of Creech St Michael Parish Council to be held in the Cartwright room of Creech St Michael Village Hall, on Monday 5 February 2024 at 7.00pm when the following business will be transacted.

Yours faithfully



**Andrew Williams**

Clerk and RFO

**AGENDA**

- 1. Chair's Welcome**
- 2. Community Question Time**

This provides an opportunity for members of the community (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 on matters affecting the Parish of Creech St Michael. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration at another time.

- 3. To Receive Somerset Council Councillor's Reports.**

Any Somerset Council Councillors who are present, are invited to give short oral or written report on matters affecting the Parish. Members of the public, as well as members of the Council, may ask questions or make comments on matters raised.

**4. Apologies for absence.**

**4.1.** To receive any apologies for absence.

4.1.1. Cllr. Phillips.

**4.2.** To approve any apologies for absence. [M]

**5. Declarations of Interests.**

**5.1.** Declarations of Individual Members.

**5.2.** Dispensation Requests.

**6. To Review and Approve the minutes of the meeting held on the 8 January 2024. [P] [M]**

**7. Review and Monitor the Actions Outstanding from Past Meetings** – from the minutes of 8 January 2024 and any outstanding actions from past meetings. [P] [CLERK]

**Items for Decision**

**8. Budget for the 2024/25 Financial Year** - to approve the draft budget for the 2024/25 financial year. [P] [M] [CLERK] [[LINK to Detailed Spreadsheet](#)]

**9. Parish Council Precept** – to approve the Parish Council Precept request for 2024/25. [P] [M] [CLERK]

**10. Recreation Park Tree Survey** – to consider a proposal to appoint a contractor to undertake a health and safety survey of the tree population at the Recreation Park, Creech St Michael, including acceptance of a quotation for the works to be carried out. [P] [M] [CLERK]

**11. Annual Parish Meeting** – to approve a draft agenda for the Annual Parish Meeting. [P] [M] [CLERK]

**12. Flexible Working Policy** – to approve the Parish Council Flexible Working Policy. [P] [M] [ND] [CLERK]

**13. Absence Policy** – to approve the Parish Council Absence Policy. [P] [M] [ND] [LERK]

**14. Policy Review** – to review and propose changes to the policies listed below.

**14.1.** Disciplinary Policy & Procedure.

**14.2.** Grievance Policy & Procedure.

**15. Financial Transactions Report** – to review and approve the Financial Transaction Report for the period between 30.12.2023 and 26.01.2024 [P] [M] [CLERK]

**Items for Discussion**

**16.** Joint Meeting with West Monkton Parish Council 20.02.2024. [P]

**Updates from Committees, Panels and Working Groups**

17. Finance Committee **[DG]**
  - 17.1. Income and Expenditure Year to Date
18. Staffing Committee **[ND]**
  - 18.1. Meeting held 22.01.2024
19. Planning Committee **[DP]**
  - 19.1. Meeting held 29.01.2024
20. Traffic Panel **[CC]**
21. Canal Panel **[ND]**
22. Party in the Park Working Group **[AB]**
  - 22.1. **Fish & Chip Lunch**
23. Events **[AP]**
  - 23.1. **Tug of War**
24. Newsletter Working Group **[AP]**
25. Footpaths

#### **Other Matters**

26. **Correspondence**
  - 26.1. To consider any correspondence received that Councillors wish to raise that has already been circulated. **[CLLRS.]**
  - 26.2. To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council. **[P] [CLERK]**
27. **New Matters to be Carried Forward**

Councillors may raise an item for consideration by the Chair

**[V] Vote Required [P] Paper Included [O] Link to Online Material**

#### **Exclusion of the Press and Public for any discussion regarding exempt information**

The Press and Public will be excluded from the meeting when a report or appendix on this agenda has been classed as confidential, or if the Parish Council wish to receive confidential legal advice at the meeting. If the Parish Council wish to discuss information in Closed Session, then the Parish Council will be asked to agree the following resolution to exclude the press and public:

Exclusion of the Press and Public

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood

of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Or for any other reason as stated in the agenda or at the meeting)

### **Recording of Meetings**

Please note that meetings may be recorded by Creech St Michael Parish Council. You should be aware that the Parish Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Parish Council's policy. Therefore, unless you are advised otherwise, by attending the Council Meeting and/or speaking during Public Question Time you are consenting to being recorded and to the possible use of the sound or video recording for access via the website or for training purposes. If you have any queries regarding this, please contact the Clerk and RFO.

This meeting will be broadcast live via an internet streaming service to allow for wider public participation in the event. By attending the Council Meeting and/or speaking during Public Question Time you are consenting to being broadcast via the Zoom platform. If you have any queries regarding this, please contact the Clerk and RFO.

Andrew Williams, CSM PC, Clerk and RFO, 07708680797, Email [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net)

The next Parish Council Meeting is Monday 4 March 2024.