

**AGENDA**

**Date: Tuesday 11<sup>th</sup> July 2023**  
**Time: 7:00 pm in the Parish Room**

To all Members of the Parish Council  
4<sup>th</sup> July 2023

You are hereby summoned to attend a Meeting of the Parish Council to be held on Tuesday 11<sup>th</sup> July 2023 at 7.00 pm to transact the following business.

Teresa Murphy  
Clerk to the Parish Council  
[www.sambourneparish.org.uk](http://www.sambourneparish.org.uk)

**AGENDA**

1. Apologies
2. Disclosures of Interest
3. To approve the Minutes of the meetings held on 16<sup>th</sup> May 2023
  - I. Annual Meeting A
  - II. Normal Parish Council Meeting A

4. Matters arising from the Minutes of the meeting held on 16<sup>th</sup> May 2023

Minute	Name(s)	Action
4	Chairman	Parishes working together
4	Cllr Moon	Footpaths
4	Cllr Taaffe	Redesign of memorial garden and restoration of war memorial (CIL)
13	Clerk	Arrangements for Arboricultural Survey
14	Clerk	Timings of meetings – Agenda 11 <sup>th</sup> July 2023

5. Timings of future meetings
6. Refresher Training for use of the defibrillator
7. Review of the Parish Council's Financial Regulations

8. Review of Risk Assessment RA5.0. Litter bins/Dog waste bins/Grit bins
9. Accounts
- I. Budget Update – June 2023 A
  - II. Bank reconciliations for May/June 2023 A
  - III. CIL spreadsheet A
  - IV. List of financial transactions from 16/05/23 – 11/07/2023 A
  - V. Review list of key holders
10. Planning
11. Correspondence I
12. Public Participation – if you have an item you would like the Council to consider, please either:
- I. email the clerk at [clerk.sambournepc@aol.com](mailto:clerk.sambournepc@aol.com); or
  - II. Contact a councillor direct, either in person or by email. A list of the councillors’ email addresses can be found on the website:  
[www.sambourneparish.org.uk](http://www.sambourneparish.org.uk)
  - II. We ask that the item be raised by 16:00 on Friday 7<sup>th</sup> July 2023
13. Chairman’s Business I/D
14. Date of next meeting:

**Tuesday 12<sup>th</sup> September 2023 at 7:00 pm**

To visit our Parish Council website, scan the QR code below:



**Teresa Murphy**  
Parish Clerk  
[clerk.sambournepc@aol.com](mailto:clerk.sambournepc@aol.com)  
[www.sambourneparish.org.uk](http://www.sambourneparish.org.uk)

*I - Information      D - Discussion      A - Agreement*