



Agenda 2023

I hereby give notice that the next meeting of Durleigh Parish Council will be held as follows:

Date of Meeting:	16 th March, 2023	Time:	7:30 pm
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Location of Meeting:	Hembry Room, Westfield Church Hall
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All Members are **REQUIRED** to attend.

Ref.	Agenda Item
1	Attendance of Members
2	Apologies for Absence
3	Chairman's Comments
4	Public Question Time
5	Declarations of Interest
6	Minutes of Last Meeting
7	Update on Actions from Previous Meeting
7.1	Queenswood Lane – Cllr. Smith to update on quote submissions, award of contract and current position.
7.2	Spaxton Road Safety Improvements – Cllr. Vassalli to update re progress with new signage
7.3	Bench at Luxborough Road – Cllr. Smith to give update on progress of works
7.4	Defib training – update on training provided.
7.5	Upgrade Road Signs – update from Cllr. Leighton following enquiring about grant funding.
7.6	Hedge cutting – update following letter being sent
7.7	AED Maintenance – update from Clerk & Cllr. Leighton
7.7	Council Process and Decision Making – Seek agreement to discuss further in sub group meeting.
8	Matters Arising (Including Consultation Responses)
	None
9	Financial Matters
9.1	Bank Balance
9.2	Accounts update to be tabled by Clerk.
9.3	Accounts/invoices to be approved
9.4	Internal Auditor Appointment
10	Planning Matters
	<i>For Discussion:</i>
	None
	<i>For Update:</i>
	None



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11	Review of Risk Register
	Review and discuss/agree any updates required to Risk Register
12	Communication – how to reach to all parish community
	Cllr. Johnstone to give ideas of how we communicate with all of parish, along with of costs involved in producing newsletter and ways/costs for it to be distributed.
13	Prioritising Project Expenditure
	Discussion on what projects should be prioritised going forward.
14	Leave of Absence
	Discuss / agree Leave of Absence requested by Cllr. Myers
16	Meetings Attended
	Procurement Course attended by Chair and Clerk on 24 th January.
17	Items for Next Agenda
18	Date & Venue of Next Meeting
Date & Venue:	at the Hembry Room, Westfield Church Hall on 25 th May 2023

Agenda Signed by: *Tammy Weeks* (Clerk & Responsible Financial Officer)

Date: 1 March 2023