

## SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend a meeting of Saxtead Parish Council  
which will be held at The Old Mill House Pub, Saxtead  
on Thursday 4th January 2024 at 7.00pm**

### AGENDA

1. To receive apologies for absence
2. Declarations of interests & applications for dispensations
3. Minutes of 8<sup>th</sup> November 2023 to be approved as a true record of the meeting
4. Matters arising

### PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

5. Chair's report
6. Clerk's report
7. Financial Officer's report

a) To consider making the following payments:

Amount	Payee	Details
TBC	L. Kirk	Pay to 31.12.2023 & backdated pay rise from 01.04.23
£88.20	HMRC	PAYE to 05.01.2024
£14.28	SLCC	Share of membership 2024
TBC	David Colchester	Materials refurbishing notice board

- b) To note funds received and payments made since the last meeting
- c) To review bank balances as at 31<sup>st</sup> December 2023
- d) To review bank statements and bank reconciliation to 31<sup>st</sup> December 2023

### 8. Agree Physical Assets Risk Assessment

### 9. Discuss Action Plan and agreed next steps:

- 9.1 Receive an update on the refurbishment of the notice board at Little Green and consider purchasing a new notice board for the Green.
- 9.2 Agree which commemorative bench to purchase
- 9.3 Consider running environmental events such as a litter pick, possibly in conjunction with the Green Saxtead group.
- 9.4 Discuss holding events in 2024- to include a Morris Minor show and car boot sale- to help fund the parish's share of the speed limit reduction costs.
- 9.5 Other

10. Consider proposals from Green Saxtead group for works to Little Green
11. Discuss forecasted figures for 2023-2024 and agree budget for 2024-2025
12. Agree precept level for 2024-2025
13. Agree meeting dates for 2024
14. Discuss draft newsletter, printing and circulation
15. Discuss the Neighbourhood Watch scheme and recent burglaries in the village
16. Discuss correspondence received and any necessary actions
17. Receive reports from Councillors
18. Matters to be raised at the next meeting
19. Confirm date of next meeting

*L. Kirk*

Clerk to Saxtead Parish Council