



25th July 2024

Dear Sir/Madam

You are hereby summoned to attend the **Parish Council Meeting** of Knapton Parish Council to be held at the **Knapton Village Hall** on **3rd September 2024, 7:30pm** for the purpose of transacting the business listed on the agenda below.

Yours faithfully

*Denise Revell*

## **AGENDA**

*Every meeting of the Council is open to the public except where the council resolves to to exclude the public from all or part of the meeting on the grounds that publicity would be prejudicial to the public interest by the confidential nature of the business.*

*Members of the public have no right to speak at a parish council meeting unless the council authorises this. Public Bodies Admissions to meetings act 1960. Should a member of the public wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk so appropriate time can be allocated for you to speak*

1. **To receive Apologies for Absence.**
  - a. To consider and agree apologies for absence
2. **Declarations of Interest and requests for dispensations**
  - a. To consider and agree declarations of interest and requests for dispensations
3. **Minutes of previous meetings**
  - a. To agree and sign the minutes of the Ordinary Council Meeting held on the **2nd July 2024**
4. **Matters arising from previous meetings**  
**To report on progress on items from previous meetings. No decisions may be taken**
  - a. The Old School Playing Field
  - b. Playground
  - c. Fencing - Pond
5. **Finance**
  - a. To consider and agree the bank reconciliation of accounts
  - b. To receive the budget update
  - c. To consider taking over the grass cutting contract for Knapton Verges
  - d. To consider and agree Payments and receipts

6. **Policies, Documents, Councillor Reports and Training**
  - a. To consider and agree the Freedom of Information Model Publication Scheme
7. **To report any other business**

*Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council*
8. **Correspondence**

**To consider any correspondence and agree responses thereto**
  - a. To consider and agree where to plant trees awarded from the Woodland Trust
9. **Public Participation time**

*The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.*

*Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.*
10. **Date of Next Meeting**

**To confirm that the date of the next meeting of the Parish Council will be on 5th November 2024, 7:30pm, Knapton Village Hall**