**Notice of meeting and summons to attend. Public and Press are welcome to attend.**

**I hereby give you notice that an Extraordinary Full Council Meeting of the Minety Parish Council**

Will be held on

**Tuesday 20th February at 7.15pm**

at Minety Village Hall, Hornbury Hill.

All members of the Council are hereby summoned to attend, or comment by email for the purpose of resolving upon the business to be transacted at the meetings as set out hereunder.

**PUBLIC QUESTION TIME.** Strictly no alcohol is permitted in the meeting room. An opportunity for members of the public to address the Parish Council on any council matter before the formal meeting commences. (Limited to 10 minutes, except by previous arrangement.) Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary and an answer will be given by the chairman as soon as possible.

**AGENDA**

**1. Public Question time.**

**2. Chair for meeting confirmed-** Sarah Crompton.

**3. Welcome, Apologies, Absences –** Ian Cain, Alex Dupree

**4. Dispensations/ Declarations of interests**

 **5.Planning.**

**Applications received.**

**Application No: PL/2024/00084 Application Type: Full planning permission Proposal: Engineering operations to form fishing lake and stock pond; use of land for stationing of fishing lodge as tourist accommodation. Site Address: Gryphon Lodge Farm, Leigh, Swindon, SN6 6RQ Officers Name: Olivia Tresise – extension applied for – 26/2/24**

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CG7tm>

6. New Premises Licence application for MPFA (comments by 29th February)

**7.Finance**

1. **Clerks report.**

Agree updated Standing Orders.

 Agree Updated Financial Regulations and internal control checklist/authorisation of funds checklist.

 Agree updated Risk Assessments.

 Agree updated grants policy.

 Agree updated Emergency Plan

 Consider quotes for grass cutting tender with a view to awarding contract.

 Agree timeframe and Policy for Clerk to respond to regular correspondence from public.

Approve cost of Microsoft licence £79.99

**8. Closing comments, Chair to close meeting**

**The next meeting will be on 12 March 2024 at Minety Village Hall at 7.30**