

OCKLEY PARISH COUNCIL
77 Highlands Road, Horsham, RH13 5ND
www.ockley-parishcouncil.co.uk

Dear Sir / Madam

I hereby give you notice that an Ordinary Meeting of the above named Parish Council will be held

on Monday 4 December 2023 at 7.30 pm at Ockley Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Lesley Fletcher*

Clerk for the meeting
24 November 2023

To: Councillors - Amanda Barclay, Zoe Biasuzzi
 James Lee-Steere, Barry Thorne, Jason Wright

Business to be done

1. Apologies for absence
2. Declaration of interests
3. Public session (allocated time of five minutes under the discretion of the Chairman)
4. Minutes of recent meetings
5. Updates on minutes
6. Casual vacancy – co-option of councillor (one vacancy remains)
Documents for completion
7. Correspondence
diary dates:
 - update: Code of Conduct training 15 August 2023
 - note: Gatwick consultation closed 29 October 2023
 - CSW reports
8. Planning matters - full list on website
 - Any updates on major planning applications
9. Finance:
 - a) accounts to be paid - as shown on website
 - b) notice of conclusion external audit 2022/23
 - c) verify bank statements to budget spreadsheet
 - d) interim internal audit (mulberry) 2023/24
 - e) note – precept for 2024/25 to be discussed / agreed at January 2024 meeting
 - f) Clerk salary increases as advised by NALC/SALC
10. Staffing matters
11. Footpaths in the parish – footpath warden

12. Crime reports
13. Social matters – Ockley Assist Scheme
14. Data Protection Officer – retention of services / councillor and clerk training
15. Play area
16. Village Hall
17. Suggested dates for meetings 2024
8 January, 4 March, 13 May, 1 July, 2 September, 4 November