

CAPEL PARISH COUNCIL

BEARE GREEN, CAPEL AND COLDHARBOUR

Mrs Janet Russell
Clerk to the Council

Tel: 01306 712447
Email: clerk@capelparishcouncil.org.uk

Parish Office & Hall
55A The Street
Capel
Surrey RH5 5LD

04 December 2023

Dear Councillor

You are summoned to attend the **FULL COUNCIL MEETING** of **CAPEL PARISH COUNCIL** to be held on **Monday 11 DECEMBER 2023** in **Capel Parish Hall**.

Public Questions

Ten minutes will be available after Declarations of Interest for the public to express a view or ask a question on relevant matters on the agenda.

AGENDA

- 1 Apologies for Absence
- 2 To sign the minutes of the Full Parish Council meeting held on 20 November 2023
- 3 To sign the minutes of the Planning Committee meeting held on 4 December 2023
- 5 Declarations of Interest
- 6 Clerk's Report
- 7 Public Questions
- 8 To discuss the estimate to refurbish footpath leading from Capel Pond
- 8 To Approve, Update and Adopt
 - Terms of Reference Policy
 - Email and Direct Debit agreements.
 - Financial Regulations
 - Standing Orders
9. **Reports from Members**
 - (a) Finance
 - (i) To review the half-year audit report
 - (ii) To agree precept request for 2024/2025
 - (iii) To agree, adopt and sign accounts to 11 December 2023
 - (iv) To pass invoices for payment
 - (b) Ward Matters
 - (i) Beare Green
 - (ii) Capel
 - (iii) Coldharbour
- 10 Correspondence
- 11 Urgent matters at discretion of Chairman for note or inclusion on a future agenda.

Yours sincerely
Mrs J Russell, Clerk to the Parish Council

DATE OF NEXT MEETINGS

Planning Committee meeting: Tuesday 2nd January 2024
Full Parish Council meeting: Monday 15th January 2024
Finance Committee: Tuesday 2nd January 2024 directly after the Planning meeting

All meetings commence at 7:30 pm in Capel Parish Hall