

# Botus Fleming Parish Council

[www.botusfleming.org.uk](http://www.botusfleming.org.uk)



## Calendar of meetings 2023

Jan 25 2023 Wed	Feb 22 2023 Wed	Mar 22 2023 Wed	Apr 26 2023 Wed
May 24 2023 Wed	Jun 28 2023 Wed	July 26 2023 Wed	Aug 23 2023 Wed
Sep 27 2023 Wed	Oct 25 2023 Wed	Nov 22 2023 Wed	Dec 13 2023 Wed
<b>Annual Parish Meeting 26<sup>th</sup> April 2023</b> <b>Annual Meeting of the Parish Council 24<sup>th</sup> May 2023</b>			

The Parish Council meets in public\* on the fourth Wednesday of every month. Members of the public are welcome at Parish Council meetings, and can speak, if they wish, during Public Participation. Should you be unable to attend but wish to comment on the Agenda, please email the Parish Clerk in advance and your comments will be included in the appropriate part of the discussion.

\* During Covid-19 restrictions may mean that the Council will meet by virtual remote.

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### HOW DO I KNOW WHAT IS GOING TO BE DISCUSSED?

The Agenda for the Public meetings are published on the website at least five working days beforehand so you can see what will be discussed. You can read any documents that will be discussed at the meeting by visiting the website for 'Botus Fleming Parish Council' and follow the links to Parish Council Documents.

Residents are always welcome to attend Public meetings as observers or to take part. There is no need to give notice, but if you are attending and want to comment on any of the items on the agenda or raise an issue with the Councillors, time is set aside at the start of every meeting for you to speak. You may also email any question you may have to the Parish Clerk at [clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk)

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### HOW DO I KNOW WHAT HAS HAPPENED DURING A MEETING?

The Minutes of all the Public meetings are published within one week of the meeting itself. You can always find a copy on display on the Parish notice boards situated in Hatt and Botus Fleming. Copies of the full Minutes from each meeting are available on the website or from the Parish Clerk. Please also refer to the [Model Publication Scheme](#) for further information [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

December 2022

*Christopher Cook* (CILCA)

Christopher Cook - Parish Clerk & Responsible Finance Officer  
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