

# Botus Fleming Parish Council

www.botusfleming.org.uk



## Calendar of meetings 2019

Jan 23 2019 Wed	Feb 27 2019 Wed	Mar 27 2019 Wed	Apr 24 2019 Wed
May 22 2019 Wed	Jun 26 2019 Wed	July 24 2019 Wed	Aug 28 2019 Wed
Sep 25 2019 Wed	Oct 23 2019 Wed	Nov 27 2019 Wed	Dec 11 2019 Wed
<b>Annual Parish Meeting 2019 in May tbc</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.

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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 three 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 two weeks 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.

**December 2018**

**Christopher Cook**  
**Parish Clerk & Responsible Finance Officer**

**24 Rashleigh Avenue | Saltash | Cornwall | PL12 4NS**  
**Tel : 07523 005414**

**Email - [clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk)**

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