

# Botus Fleming Parish Council

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## Notice of the Annual Parish Meeting

Members of the Public and the Press are invited to attend all Council meetings

(Public Bodies (Admission to Meetings) Act 1960)

Date: Wednesday 22<sup>nd</sup> April 2020

Time: 6.30pm

Location: St Mary's Church Hall, Botus Fleming

### To : Chairman & Parish Councillors

Chairman D Edwards

M Ellis, M Fletcher, J Oakes, J Robinson, A Smith, S White, and D Willey (Vice Chair).

You are hereby summoned to attend the above meeting to consider the items of business.  
This is the Annual Parish Meeting.

Councillors will be discussing all the items as listed overleaf on the Agenda.

Christopher Cook  
Clerk to the Council  
2<sup>nd</sup> April 2020

Under the Openness of Local Government bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Should you wish to record the meeting, you are asked to act in a reasonable manner and not to disrupt the conduct of meetings by, for example, using intrusive lighting, flash photography, or in asking people to repeat statements for the benefit of the recording. Oral commentary may not be made during the meeting. The Chairman has the power to control public recording, and recording must be clearly visible to anyone at the meeting.

Please be aware that whilst every effort is taken to ensure that members of the public will not be filmed, we cannot guarantee this, especially if you are speaking or taking an active role. Members of the public will be permitted to speak for a period of 3 minutes. Please note that members of the public exercising their right to speak during Public Questions Time may be recorded.

The Parish Council recommend that any questions for Members should be submitted in writing to the Parish Clerk 24 hours before the Meeting and that responses may be put in writing at a later date.

**Parish Clerk & RFO**  
**24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS**  
**Tel. 07523 005414**  
**clerk@botusfleming.org.uk**

## **6.30pm – Item 477 below**

### **Questions and comments from members of the public (limited to 15 minutes in total)**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Botus Fleming and Hatt. No decision can be taken during this session\*, but the Chairman may decide to refer matters raised for further consideration. This is the Annual Parish Meeting.

\* Councils cannot lawfully decide items of business that are not specified in the Summons/Agenda (LGA1972 Sch.12, paras 10(2)(b) and Longfield Parish Council v Wright (1918))

## **Agenda | 22 April 2020**

### **476/2020 Chair's Welcome & Announcements**

**Health and Safety housekeeping announcement,  
Recording of Meetings – Please notify the Chair if you are intending to record this meeting.**

### **477 Public participation**

**478 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

**479 To approve and sign as a correct record the Minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2019. (LGA 1972 sch.12.para 41(1))**

**480 Matters arising from the Minutes for report purposes only.**

**481 To receive the Chairman's Annual Report.**

**482 To receive a Statement on the Parish accounts for Year ending 31<sup>st</sup> March 2020 by the Clerk to the Parish Council.**

**483 Date of next meeting.  
The Botus Fleming Parish Council Public Meeting will follow immediately at 7:30pm.**

**483 End of meeting**