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**Councillors are summoned to attend the Monthly Parish Council Meeting**

**to be held as follows:**

Date: **Monday 17th February 2025**

Time: **7.30 pm**

Place: **Elstead Youth Centre**

Members of the public who wish to raise any matters relating to Council business will be invited to do so at 7.30pm. A time of approximately 10 minutes has been set aside for question and answers.

**Juliet Williams - Parish Clerk**

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The Agenda for the meeting is set out below:

1. Apologies for Absence
2. Declaration of Interests
3. Approval of Minutes of Previous Meeting held 20th January 2025
4. Approval of Minutes of Previous Planning Meeting held 20th January 2025
5. Report following Town & Parish Forum held 3rd February 2025
6. Report following meeting with Elstead FC and Elstead Sharks re BL Pavilion
   1. To agree to set up a working party – ToR to be drafted
7. Clerk’s Update
8. WBC Update
9. SCC update
10. Our Elstead
11. Bonfire Hill Update
    1. To confirm tree survey quotation
    2. To confirm tenancy process
12. Fete Update
13. Woolfords Lane Cemetery Update
14. Brand Guidelines for Elstead PC: to formalise process
15. .gov.uk email addresses: to approve supplier
16. Insurance Renewal
17. Approval of Annual Financial Risk Assessment 2025-2026
18. Approval of General Risk Assessment 2025-2026
19. Approval of Asset Register 2025-2026
20. Annual Parish Assembly to agree format / speakers
21. Reports and Correspondence
22. Finance
    1. To review previously circulated bank balance up to the end of January 2025.
    2. To review previously circulated accounts for payment for February month to date.
    3. To review previously circulated finance review and updated to end January 2025. To include income, expenditure and reconciliations.
    4. To note expenditure made outside of meetings but in accordance with the Standing Orders.
23. Matters raised by Members
24. Exempt Business – to the exclusion of the public and press

Juliet Williams

**Clerk – Elstead Parish Council**