

**HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL**  
Councillors are summoned to attend a meeting of the Parish Council  
on  
**Tuesday 16 July 2024 at 6pm**  
At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

**AGENDA**

- 1. To receive apologies for absence**
- 2. To receive declarations of interest and written dispensation requests**
- 3. Minutes:** To consider the minutes of the Annual Meeting of the Parish Council held on the 14<sup>th</sup> May 2024
- 4. Public Participation:**
  - 4.1. To note written report from the Ward Councillor
  - 4.2. To note written report from PCSO Kirsten Kysow, Safer Neighbourhood Team
  - 4.3. To receive representations from the Public
- 5. Community:**
  - 5.1. To consider the draft newsletter
  - 5.2. To ratify response to West Mercia PCC Town and Parish Survey
- 6. Finance:**
  - 6.1. To consider Financial Report, including Q1 budget monitoring, and approve the bank reconciliation
  - 6.2. To ratify payment of the £45 administration charge for the 2024/25 insurance missed from the resolution at the last meeting
  - 6.3. To consider donation for Herefordshire Heartstart training session on 16<sup>th</sup> July 2024
  - 6.4. To ratify the following payments made between meetings:
    - 6.4.1. Helen Tinson, Clerk Salary June, in accordance with contract
    - 6.4.2. HMRC, PAYE/NIC Q1, £235.20
  - 6.5. To consider any invoices due for payment:
    - 6.5.1. WyeHost Ltd, web hosting annual renewal, £90.00 including VAT
    - 6.5.2. Helen Tinson, Clerk Salary July, in accordance with contract
    - 6.5.3. Helen Tinson, Instant Ink Expenses June and July, £7.98 including VAT
- 7. Highways and Lengthsman:** To receive report and agree action as required
- 8. Footpaths:** To ratify submission of PROW Grant Funding application
- 9. Clerk Report:** To receive report
- 10. Next Meeting:** Tuesday 10<sup>th</sup> September 2024, and propose agenda items

**Signed:** Helen Tinson, Clerk

**Dated:** 11<sup>th</sup> July 2024