**Agenda for meeting to be held at 7:00pm on**

**Tuesday, 1st October 2019 at the Great Rissington Club**

1. To receive apologies for absence and declarations of interest.
2. Minutes of meeting held on 3rd September 2019 to be agreed & validated
3. Matters arising for the meeting
   1. Councillors Carter & Stewart – to provide feedback on their recent councillor training course (to include mandate decision regarding future email addresses from minutes in September’s meeting & standing orders)
   2. Closed church yard update - **Appendices A1 & A2**
   3. Training – As per advice from Cllr Stewart, the clerk would like to attend a course for ‘Agenda and Minutes’ with GAPTC
   4. Defibrillator & kiosk update – SSE meeting Cllr Cleverly 25th September on site to discuss works to be carried out, with groundwork programmed in 16th October & connection work on 17th October. Following SSE installing power supply, Cllr Cleverly to confirm with electrician to connect defibrillator from 18th October onwards.
4. Accounts and financial matters to be validated
   1. Accounts prepared by the clerk up to 30th September for signing **Appendix B**
   2. Preparation for Precept Budget – To include increase in clerk’s hours & possible pay rise April 2020, contributions to local groups, as discussed in September’s meeting to include extra cutting of hotspot verges not being covered by Highways. **Appendix C**
   3. Cheques for signing: Clerk will provide copies of invoices

GAPTC invoice 6308- Training for Cllr Stewart

Clerk – R8 Recompense to clerk for bouquet for Philippa Mitchell & salary for Sepember 2019

Bibury invoice – (to be received)

1. Planning – No planning applications have been received
2. Report from District Councillor
3. Report from County Councillor
4. Any other business
5. Date of next meeting (5th November 2019)