**FOXHOLES WITH BUTTERWICK PARISH COUNCIL**

**Notice of Meeting**

Dear Sir / Madam. I hereby give you notice that a meeting of the Parish Council will be held.

**Date:** Monday 16th November 2026
**Time:** 7.30pm **Location:** Small Meeting Room Village Hall, Foxholes

**Summons to Councillors**: All members of the Parish Council are hereby summoned to attend the **Ordinary Parish Council Meeting**.

**Agenda:**

1. Declaration of Acceptance of Office - Chair
   To receive and witness the signing of the Declaration of Acceptance of Office by the chair, following their election at the extraordinary meeting held on 2nd November 2026.
2. Election of Vice-Chair
   To consider the appointment of a Vice-Chair of the Parish Council for the remainder of the 2026/27 municipal year.
3. Apologies for Absence
4. Declarations of Interest on Agenda Items
5. Public Participation (10 minutes)
6. To approve the minutes of the meeting held on 21st September and 2nd November 2026

7. Community & Village Matters for discussion and agreement
   a. Communication with the community
      To agree the next steps regarding a newsletter
   b. Discuss and agree to plans for the Christmas Carol singing and light switch on

8. Councillors – To receive feedback on ongoing tasks
   a. Christmas Tree Butterwick

9. Planning Matters
   a. Egdon Gas drilling update
   b. Agree Statement for Cllr P Warters to present at the committee meeting and agree to share with other parties representing Foxholes.
   c. Discuss and agree to whether the Parish Councils would like to request additional representation on our behalf.
   d. Discuss and agree any additional correspondence or actions needed

Parish Clerk: S Rounding
Date: 10.11.2026

10. Finance
    a. Payment Schedule 1:
        - Nycil Payroll (Oct/Nov) – £50
        - Clerk Expenses

    b. Payment Schedule 2 – Clerk PAYE
    c. To note account balances as of 31st October 2026
    d. Receipts and payments to date
    e. Review of Bank mandate and signatories
    f. Agree purchase of additional Tree Lights
    g. Review position of budget and consider 2027/2028
    h. Consider Precept for 2027/2028

11. Policies and Governance
    a. Personnel Committee
        - Review and agree terms of reference including members
        - Plan clerk review
    b. Nominated person to receive sealed envelope in line with Business contingency Policy

12. To exchange information from the previous meeting that is not included in the agenda

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