

St Dennis Parish Council  
Minutes of the Additional Ordinary Council Meeting held at ClayTAWC  
on Wednesday 22<sup>nd</sup> May 2024 at 7.00 pm.

The Chair welcomed all present to the additional May meeting of the Parish Council.

**Present:** Cllr Clarke (Chair), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Harwood, Cllr Hawkins, Cllr J Griffin, Cllr A Griffin, Cllr James.

**In Attendance:** Clerk Lynn Clarke, Senior Administrator Tracey Hutton.

**69/24 Apologies.**

Cllr Edmunds. Apologies accepted. Cllr Mackenzie absent.

**70/24 Declarations of Interest.**

Cllr Kelsey declared an interest in an application within Item 4 on the agenda and was advised to leave the room.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

Cllr Kelsey left the meeting.

**71/24 Grant Requests**

The Clerk informed that the further information requested had not been received. Cllr Kelsey was invited to rejoin the meeting to provide further information regarding the application.

Cllr Kelsey left the room.

The application was discussed at length, and it was **Resolved** to approve the grant in principle, provided that the information requested regarding committee membership, the approval of the constitution, and further details of the event are submitted to the Clerk. Additionally, confirmation of the removal of the £45 for cost of the gas cylinder from the application is required. A deadline was set for the receipt of this information. If the deadline is met and the information adequately addresses the questions raised, the Clerk is authorised to make a payment of £159, with the exclusion of the gas cylinder, before the next meeting. All present were in favour.

Cllr Kelsey was invited to re-join the meeting.

**72/24 Financial.**

a) To approve the [bank balances](#) as at the 31<sup>st</sup> March 2024.

It was **Resolved** –To accept the bank balances. All present in favour.

**73/24 Items for the next agenda.**

The Clerk informed that; The Christmas Tree Project; The one way system; Provision of additional bins; Village gateway signage; and Replica Clay Truck Planters are all on the agenda for the next meeting.

Standing order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

**74/24 Confidential items –**

Emails:

- Members were reminded of the importance of being considerate in their responses, as these could be required to be shared to confirm decisions made via email and under the Freedom of Information Act.
- The importance of promptly responding to emails that require a decision was reiterated to those present.
- Members were advised that not all emails require a "thank you" response due to the use of read receipts, as this has been causing confusion within email threads.
- Cllr Burnett also advised that consideration should be given to always using the "reply all" method when responding.

Meeting closed 7.30 pm.

Signed: .....