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Our Ref: MD

09 December 2024

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA on Monday 16 December 2024 commencing at 7.00pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby

Clerk

#### Public Forum

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

#### AGENDA

1. Apologies for absence
2. Declarations of Interest and Dispensations
3. To consider the Minutes of the meeting held on 18 November 2024
4. Matters arising
5. Borough Councillors' reports
6. Financial matters
7. Income and expenditure as at 30 November 2024 and Draft 2025/26 budget
8. Planning matters
9. Dignity at Work, Bullying and Harassment Policy – Updated
10. Staffordshire County Council: D5329C - Shobnall Road/Price Court, Burton upon Trent
11. Mature Road Users Safety Resource
12. 2025 Meeting Schedule
13. Correspondence
14. To receive questions/reports from Parish Councillors
15. Exclusion of the Press and public
16. Website and email accounts
17. Staffing matters