



Dear Councillors

I hereby give notice of a meeting of Cinderford Town Council that will be held at The Council Chamber, Cinderford, on **Tuesday 12th December 2023**, commencing at **8.30 p.m** (after the Police community meeting). All Residents of the Parish are welcome to attend and Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

Public Questions: a period of no more than 15 minutes will be set aside for public questions.

Dated: 5th December 2023

Mrs E Bennett, Clerk to Council

- 1) To receive apologies for absence
- 2) Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.
- 3) Public Participation Session – A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council. (ii) Questions may be answered but not debated by the Council. (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.
- 4) Chairman's Urgent Business (for information only items)
- 5) To confirm the Minutes of the Meeting held on 14th November 2023
- 6) Matters Arising from Minutes (for information only)
- 7) Planning Applications - see list attached (D)
- 8) Policies - to receive and approve policies presented by the Clerk:
 - a) Data Protection Policy & Privacy Notice
 - b) Equality & Diversity Policy
 - c) Managing Requests for Information
 - d) Personal Electronic Devices
 - e) Records Management
 - f) Reserves
- 9) Date of next Meeting (N): 19th December 2023, 7pm.

“Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights”.

(N) - for noting, (D) - for discussion, (A)-for approval