

Hi David

Please see below my agenda requests for my proposed "extra" meeting. Will you carry these forward to this meeting, please.

1. Remove Mr E Knox from Internet and telephone access to the PC account at Unity Trust bank
2. Appoint an **unpaid** RFO from the Parish Council
3. Appoint a further signatory for the Parish Council at the Unity Trust Bank

4. Approve that Norton and Cuckney Parish Councillors take on some of the clerk's duties, **unpaid**.

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We agreed to look at a policy each month and I suggest the building policy for November (attached) if this is ok with you. If so, could you e-mail out to Councillors.

Did you receive my edited copy of the October minutes and were they ok?

I will e-mail to all, the 'payments for approval', 'budget update' and 'bank reconciliation' nearer the meeting date and let you have any ancillary documents.

Agenda item for the **December** meeting:

To discuss suggestions for items for inclusion in the budget for 2017/18