

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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09 December 2025

Dear Councillor,

You are hereby summoned to attend the CLOSED meeting of **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **15 December 2025** in the Parish Hall Annexe at 7.30pm.

Denise Gascoyne
Parish Clerk

1. Chair's Welcome and Housekeeping Arrangements.
2. **Apologies for absence** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest** To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of Interests and any written requests for dispensation.
4. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on 17 November 2025 and to authorise the Chair to sign the official minutes.
5. **Finance.**
 - a. To resolve to approve and accept Bank Reconciliations, Bank Transfers, and Cashbook (already circulated) to 30 November 2025 and for Chair to sign.
 - b. To resolve to approve and accept Staff BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
 - c. To resolve to approve and accept other BACS/DD Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
 - d. To discuss the Budget and set the Precept.
6. **Date of Next Meeting.**
 - a. To confirm the date of the next meeting as **19 January 2026** at 7.30pm in the Parish Hall Annexe.

