

**High Bickington Parish Council
Clerk: Alan Matthewman
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MEETING CHANGES

1: I must first of all apologise to all concerned for the incorrect Agenda circulated last week. The Chair, vice chair and I met last evening to agree some new procedures to improve the reliability and communications going forward.

These include:

2. Of my time allowance of 26 hours per month I will aim to commit to be available on Monday and Thursday from, 2pm to 4pm and, amongst other things, will review all outstanding communications during these hours. Most of the additional hours will be spent on preparation and Agendas.

3 The aim will be to prepare the Agenda 2 weeks in advance and submitted to the chair for approval before circulation. We aim for this to happen 1 week before the meeting. Minutes should be available 2 weeks after the meeting, enabling the Vice chair to publish a single page main feature article in the Ramblings. The final minutes will be published a month later after approval by the full Council.

4: The meeting dates for the remainder of 2026 will, room and councillor availability permitting, be at 7.30 pm on Wednesday 4th November and Wednesday 2nd December. Dates will revert to previous timings in January.

The early dates and forward issuing of Agendas will result in difficulties giving forward notice of the details of planning applications in some cases. The January date may need to be reviewed once the programme for Precept Application is announced by Torridge DC.

5. Significant changes to the website and e-mail addresses are planned for the coming weeks, as well as improvements in banking arrangements. These should accelerate payments to suppliers. Further details will be provided in due course.

We hope these changes will result in a substantial improvement in the ongoing situation.

**Alan Matthewman
Parish Clerk
560740**