



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994  
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[www.suttonathoneandhawleyparishcouncil.gov.uk](http://www.suttonathoneandhawleyparishcouncil.gov.uk)

## Agenda for the Sutton-at-Hone & Hawley Parish Council Meeting

**18<sup>th</sup> December 2025 at 5.30pm in the Library, Main Road, Sutton-at-Hone**

### TO ALL MEMBERS OF SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

You are hereby summoned to the Budget meeting of Sutton-at-Hone and Hawley Parish Council on Thursday 18<sup>th</sup> December 2025 at 5.30pm in Sutton-at-Hone Library, to be immediately followed by the December Parish Council Meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Lane'.

Kirsty Lane  
Clerk & RFO

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### MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND COUNCIL MEETINGS

#### (Public Bodies (Admissions to Meetings) Act 1960) Sch 12, paras 10 (2)(b)

The Council meets and makes its decisions in public. While a Council meeting is not a public meeting - and there is no legal requirement to allow members of the public to speak - the Council is committed to openness and community engagement. For this reason, it provides an opportunity for local registered electors to address the Council as part of its efforts to encourage public involvement. The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 10 minutes unless directed by the chair of the meeting. Subject to standing order 3(g), a member of the public shall not speak for more than 5 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Members and those in attendance are reminded that Councils cannot lawfully decide items of business that are not specified in the summons/agenda (LGA 1972 Sch 12, paras 10 (2)(b)).

The Chairman will remind everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects, they should please sit at the back of the room and anybody filming, recording, photographing or otherwise reporting on the proceedings should avoid those who are sitting at the back, except if they take part in a public participation session.

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- 1. PUBLIC PARTICIPATION/QUESTIONS**
  - 2. TO RECEIVE APOLOGIES FOR ABSENCE & TO APPROVE THE REASONS GIVEN**
  - 3. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS ON ANY AGENDA ITEMS TO BE DISCUSSED THIS EVENING**

*Members to declare any interests that they may have in agenda items to be discussed this evening, in accordance with the Members' Code of Conduct\**

4. TO DISCUSS THE BUDGET SPREADSHEET INCLUDING SPEND-TO-DATE AND BUDGETED FORECASTED SPEND TO THE END OF THE CURRENT FINANCIAL YEAR – AND TO AGREE ITEMS STILL TO BE INCLUDED IN THIS YEAR’S EXPENDITURE BEFORE END MARCH 2026)
5. TO DISCUSS PROPOSED FIGURES FOR 2026-2027, IN CONJUNCTION WITH FUTURE PLANS. CONSIDER LARGER PROJECTS AND THEIR POTENTIAL IMPACT ON PROPOSED BUDGET FIGURES, PLUS NEW BUDGET LINES/SIGNIFICANT SPENDING
6. TO REVIEW STAFF COSTS FOR 2026-2027
7. TO REVIEW CIL FUNDS AND PROPOSED CIL EXPENDITURE
8. TO REVIEW EARMARKED RESERVES AND GENERAL RESERVES
9. TO DISCUSS PRECEPT CALCULATION AND INITIAL RECOMMENDATION TO BE APPROVED AT THE JANUARY PARISH COUNCIL MEETING.

**NB** It is recommended that a Parish Council has a 3-12 month of general expenditure in reserves.

*\*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in the voting unless the interest is pecuniary/prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.*