1. **RFO report November 2023 (GS in CT absence)**

1.1. Acceptance of the October Income, Expenditure and Bank Reconciliation
PR proposed
JH seconded
All in favour

1.2. To approve the S137 Terms of Reference - S137 will usually be approved at the Fin Com meeting prior to being brought to PC
JP proposed
RB seconded
All in favour

1.3. To approve the updated Planning Terms of Reference - JP will circulate the NP planning checklist for use with the Planning TOR
PR proposed
PW seconded
All in favour

1.4. To approve the Asset Register - GA stated more work is needed regarding the Asset Register to establish ownership of certain assets including the Pound Parking & Bus Shelter. The register was not approved.

1.5. Review of the draft FOI Publication - GS stated the FOI publication scheme has been circulated. The PC acknowledged receipt and no amendments or changes were proposed.

1.6. GS stated a December PC meeting will be scheduled in order to discuss the draft budget and precept application.