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| Minutes of the INQUORATE FINANCE Committee Meetingheld on Monday 4 September 2023 at 10.00 amParish Offices, Fair Oak |

P = present, Ab = absent, Ap = apologies

**Committee:**

Ab Cllr Barett

Ap Cllr Douglas (Chairman)

Ab Cllr Chivuchi

P Cllr Couldrey

Ap Cllr Forfar

Ab Cllr Higby

Ap Cllr Marsh

Ab Cllr Tennent

**Officers in Attendance:**

Melanie Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk and Jo Cahill, Finance Officer.

## 12. INQUORATE MEETING

The Clerk commented that a formal notice had been issued to all members of the Committee in accordance with the relevant legislation.

It was further explained that the Council’s Constitution states that the quorum at a meeting of a committee will be the greater of 3 or one-quarter of the whole of the membership.

If at the start of the meeting, there is not a quorum present, then if after a period of five minutes, there is still not a quorum, the meeting will be abandoned, and all items deferred to the next Full Council meeting.

As there were insufficient members present for a quorum, the meeting was abandoned and all items with reports on the agenda were deferred to the September Full Council meeting.

Signed Chairman ……………………………..