

# Sandford St Martin Parish Council

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Council members are hereby summoned to attend the Annual Council Meeting on Thursday 16<sup>th</sup> May 2024 at 7.30 pm, at Sandford St Martin Parish Hall.

Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie – Sandford St Martin Parish Clerk  
10 May 2024

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

## Agenda

1. To elect the Chair of the Council
2. To receive the Acceptance of Office from the Chair
3. Welcome from the Chair
4. To elect the Vice-Chair of the Council
5. To receive the Acceptance of Office from the Vice-Chair
6. To receive apologies for absence
7. To receive declarations of interest from Members regarding items on the agenda
8. To approve and sign the minutes of the meeting on 07 March 2024
9. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders this shall not exceed 15 minutes in total, and 3 minutes per person.
10. To receive reports from County and District Councillors
11. To create committees and agree their terms of reference
12. To appoint members to serve on the committees
13. To create working groups and agree their terms of reference
14. To appoint members to serve on the working groups
15. To appoint lead councillors and agree their terms of reference
16. To review the delegation arrangements with external committees and other local authorities
17. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
18. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

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19. To review and approve the delegation arrangements to officers
20. To review and approve the inventory of land owned or maintained by the Council
21. To review and approve the asset register
22. To review and adopt the Standing Orders
23. To review and adopt the Financial Regulations
24. To review and approve the Council's complaints procedures
25. To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures
26. To approve the Councillor Code of Conduct
27. To review and approve the Council's insurance policy and renewal agreement
28. To review and approve the Council and staff subscriptions and memberships to other bodies
29. To review and approve the maintenance and administration contracts and agreements, and agree actions
30. To review and approve the Scheduled Payments List and suppliers for the year to May 2025
31. To approve the direct debits and standing orders for the year to May 2025
32. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
33. To review and approve the Action Plan for 2024-2025
34. To agree the Council project list and priorities for 2024-2025
35. To receive and comment on the RFO's review of the annual accounts to 31 March 2024
36. To approve the Statement of Accounts to 31 March 2024
37. To approve the bank reconciliation to 31 March 2024
38. To receive and comment on the internal audit report for the year ending 31 March 2024, and agree actions
39. To complete and sign the Annual Governance Statement for the year ending 31 March 2024
40. To approve and sign the Accounting Statements for the year to 31 March 2024
41. To approve the Certificate of Exemption – AGAR 2023-2024
42. To set the date of commencement of the Exercise of Public Rights
43. To consider the internal auditor arrangement for the current financial year and agree actions
44. To approve the grants and donations for the year to 31 March 2025
45. To receive and comment on the Clerk's report

## **Planning and Enforcement**

46. 24/00837/HHD – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of roof lights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and re pointing of the existing chimney  
Clover Hall, Manor Road, Sandford St Martin

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47. 24/00838/LBC – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of roof lights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and re pointing of the existing chimney. Internal alterations to include changes to floor layouts, installation of wet under floor heat mat to ground and second floor, replacement flooring, replacement and relocation of radiators along with removal of modern hearth and lining of existing flues  
Clover Hall, Manor Road, Sandford St Martin

48. Any planning applications or enforcement notices received before the date of meeting

49. Update of previous planning applications and enforcement actions

## **Parish Maintenance**

50. To receive updates regarding parish maintenance matters and agree actions

51. To receive an update regarding the insurance claim for the damaged village gate and agree actions

## **Parish Hall**

52. To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

53. To receive an update regarding the broadband installation for the Parish Hall and agree actions

## **Environment**

54. To consider obtaining an environmental baseline survey for the parish and agree actions (deferred from the March 2024 meeting)

## **Community**

55. To receive an update regarding village events and meetings this year and agree actions

## **Finance**

56. To ratify expenditure since the last meeting

57. To approve current payments

58. To instruct bank signatories to sign the approved payments or process the bank transfers

59. To note monies received

60. To receive an update of the current status of the bank account

61. To approve the bank reconciliations

62. To approve the finance update

63. To approve the budget update

64. To approve the reserves update

## **Administration and policies**

65. To consider training options for the Councillors and Clerk, and agree actions

## **Information**

66. To receive items for information only

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## **Next meeting**

67. To receive requests for items for next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting
68. Next meeting – to note date and time of next meeting

## **Confidential**

69. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item
70. To receive the report from the Clerk's annual appraisal and agree actions (deferred from the March 2024 meeting)