

# Sandford St Martin Parish Council

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Council members are hereby summoned to attend the Parish Council Meeting on Thursday 7<sup>th</sup> March 2024 at 7.00 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  
01 March 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. Welcome from the Chairman
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda  
To note that councillors who have declared an interest in an item on the agenda are obliged to leave the meeting room for the duration of that item and take no part in the discussion or the vote
4. To approve and sign the minutes of the meeting on 07 December 2023
5. 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.
6. To receive reports from County and District Councillors
7. To receive and comment on the Clerk's report
8. Planning and Enforcement
  - a. Any planning applications or enforcement notices received before the date of meeting
  - b. To receive an update regarding the planning applications for the Mullins project and agree actions
  - b. Update of previous planning applications and enforcement actions
9. Business items
  - a. To receive updates regarding parish maintenance matters and agree actions
  - b. To confirm the contractor for Ledwell Village Green grass maintenance
  - c. To consider the Council and the Parish Hall Management Committee holding a village meeting in the summer and agree actions
  - d. To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

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- e. To receive an update regarding the broadband installation for the Parish Hall and agree actions
  - f. To receive an update regarding the insurance claim for the damaged village gate and agree actions
  - g. To agree the date, time, place and format of the Annual Parish Meeting
  - h. To consider sending a representative to WODC's Nature Recovery Guide Launch Event and agree actions
  - i. To consider obtaining an environmental baseline survey for the parish and agree actions
10. Finance
- a. To ratify expenditure since last meeting
  - b. To approve current payments
  - c. To instruct bank signatories to sign approved payments or process bank transfers
  - d. To note monies received
  - e. To receive an update of current status of bank account
  - f. To approve the bank reconciliation
  - g. To approve the finance update
  - h. To approve the budget update
  - i. To approve the reserves update
  - j. To consider the virement report and agree actions
  - k. To receive the report of the internal financial check carried out on 23 February 2024 and agree actions
11. Administration and policies
- a. To review and approve the Press and Media Policy
  - b. To review and approve the Co-option Policy
  - c. To review and approve the Freedom of Information Scheme
  - d. To review and approve the Grants and Donations Policy
  - e. To review and approve the Business Continuity Policy
  - f. To review and approve the Virtual Meeting Procedure
  - g. To review and approve the Community Engagement Policy
  - h. To review and approve the Staff Recruitment and Retention Policy
  - i. To review and approve the Expenses Policy
  - j. To review and approve the Reserves Policy
  - k. To receive a report following the asset inspection and agree actions
  - l. To consider training options for the Councillors and Clerk, and agree actions
12. To receive items for information only
13. 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
14. Next meeting – to note date and time of next meeting
15. 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 items
16. To complete and approve the Discretionary Pension Policy
17. To receive the report from the Clerk's annual appraisal and agree actions