

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Annual Council Meeting on Thursday 21st May 2026 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
15 May 2026

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 of the Council
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 of the Council
6. To approve the signing of the Declaration of Acceptance of Office by 31 May 2026 of councillors unable to attend the meeting
7. To receive apologies for absence
8. To receive declarations of interest from Members regarding items on the agenda
9. To approve and sign the minutes of the meeting on 19 March 2026
10. 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.
11. To receive reports from County and District Councillors
12. To receive and comment on the Clerk's report

Annual Matters

13. To approve that from 21 May 2026 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2021, ss1-8) as the total number of elected councillors in the 2026 election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2
14. To review existing committees and agree their terms of reference
15. To create new committees and agree their terms of reference
16. To appoint members to serve on the committees
17. To create working groups and agree their terms of reference
18. To appoint members to serve on the working groups
19. To appoint lead councillors and agree their terms of reference
20. To appoint a councillor to undertake the internal financial checks for this accounting year

Sandford St Martin Parish Council

21. To review the delegation arrangements with external committees and other local authorities
22. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
23. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
24. To review and approve the delegation arrangements to the Clerk
25. To review and approve the inventory of land owned or maintained by the Council
26. To review and approve the asset register
27. To review and adopt the Standing Orders
28. To review and adopt the Financial Regulations
29. To review and approve the Council's complaints procedures
30. To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with press/media, and the Council's employment policies and procedures
31. To approve the Councillor Code of Conduct
32. To review and approve the Council's insurance policy and renewal agreement
33. To review and approve the Council and staff subscriptions and memberships to other bodies
34. To review and approve the maintenance and administration contracts and agreements, and agree actions
35. To review and approve the Scheduled Payments List and suppliers for the year to May 2027
36. To approve the direct debits and standing orders for the year to May 2027
37. To determine the date, time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting
38. To review and approve the Action Plan for 2026-2027
39. To agree the Council project list and priorities for 2026-2027
40. To receive and comment on the RFO's review of the annual accounts to 31 March 2026
41. To approve the Statement of Accounts to 31 March 2026
42. To approve the bank reconciliation to 31 March 2026
43. To receive and comment on the internal audit report for the year ending 31 March 2026, and agree actions
44. To complete and sign the Annual Governance Statement for the year to 31 March 2026
45. To approve and sign the Accounting Statements for the year to 31 March 2026
46. To approve the Certificate of Exemption – AGAR 2025-2026
47. To set the date of commencement of the Exercise of Public Rights
48. To consider the internal auditor arrangement for the current financial year and agree actions
49. To approve the grants and donations for the year to 31 March 2027
50. To review and approve the bank mandate

Parish Hall

Sandford St Martin Parish Council

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

Community

52. To receive an update regarding future village events and meetings and agree actions

Flooding

53. To receive an update regarding flooding and agree actions

Ledwell Village Green

54. To receive an update regarding the damaged drain by Ledwell Village Green and agree actions

Parish Maintenance

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

Planning and Enforcement

56. Any planning applications or enforcement notices received before the date of the meeting
57. To receive an update of previous planning applications and enforcement actions and agree actions

Finance

58. To ratify expenditure since the last meeting
59. To approve current payments
60. To instruct bank signatories to sign the approved payments or process the bank transfers
61. To note monies received
62. To receive an update of the current status of the bank account
63. To approve the bank reconciliations
64. To approve the finance update
65. To approve the budget update
66. To approve the reserves update

Administration and policies

67. To consider training options for the Councillors and Clerk, and agree actions
68. To receive a report following the annual inspection of the Council's assets and agree actions

Correspondence and Information

69. To receive items for information only

Next meeting

70. 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
71. Next meeting – to note date and time of next meeting

Confidential

72. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item
73. To consider staffing matters and agree actions