

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 09 January 2020 at 7.00 pm, at Sandford St Martin Parish Hall. Please inform the Clerk if you are unable to attend.

A Ogilvie

Anne Ogilvie – Sandford St Martin Parish Clerk

03 January 2020

Agenda

1. Receive apologies for absence
2. Approve and sign minutes of meeting on 14 November 2019
3. Receive declarations of interest from Members
4. Public participation
5. Reports from County and District Councillors
6. Receive and comment on Clerk's report – appendix A
7. Planning
 - a. 19/03344/FUL – Construction of menage – Wattle Hill Farm, Ledwell
 - b. Any planning applications received before date of meeting
 - c. Update of previous planning applications
8. Correspondence received – appendix B
9. Business items
 - a. Standing Orders – to amend and adopt revised Standing Orders – appendix C
 - b. Financial Regulations – to amend and adopt revised Financial Regulations – appendix D
 - c. Training and Development Policy – to review and adopt policy – appendix E
 - d. Grants and Donation Policy – to review and adopt policy – appendix F
 - e. Internal Auditor – to review comparison report and select Internal Auditor – appendix G
 - f. Electronic document storage – to review report and agree system for electronic document storage – appendix H
 - g. Bulletin funding – to agree funding request from Bulletin editor – appendix I
 - h. Risk Assessment – to approve revised Risk Assessment – appendix J
 - i. Council provided email addresses – to review report and agree action – appendix K
 - j. S137 for 2020-21 – to note S137 limit for financial year 2020-21
 - k. Internal Financial Checker – to appoint councillor as the Internal Financial Checker
 - l. Business Continuity Policy – to review and adopt policy – appendix L
 - m. Bins left on pavement – to note concern raised about bins being left out on pavements and consider a response
 - n. Annual Parish Meeting – to agree date, time and format of Annual Parish Meeting
 - o. Airplane noise – to note concern raised about airplane noise and consider a response

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10. Finance
 - a. To approve current expenditure – appendix M
 - b. To approve council administration expenses – appendix N
 - c. To instruct bank signatories to sign approved payments
 - d. Update of current status of bank account – appendix O
 - e. Scheduled payments – to approve scheduled payments list – appendix P
 - f. To approve budget update – appendix Q
 - g. Virements – to review virement report and agree virements – appendix R
 - h. To approve bank reconciliation – appendix S
 - i. To approve finance update – appendix T
 - j. To note completion and return of precept form to WODC
11. Items for information and for the next agenda only
12. Next meeting – Thursday 14 May 2020