

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 17 March 2022 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

11 March 2022

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 of the Council
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda
4. To approve and sign the minutes of the meeting on 09 December 2021
5. Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda
6. To receive reports from County and District Councillors
7. To receive and comment on Clerk's report
8. Planning and Enforcement
 - a. Any planning applications or enforcement notices received before date of meeting
 - b. Update of previous planning applications and enforcement actions
9. Business items
 - a. To receive an update regarding AirBnBs in the parish and agree actions
 - b. To receive an update on the election from the Clerk and agree actions
 - c. To consider date and format for the Annual Parish Meeting
 - d. To consider purchasing two litter-pickers for use by residents
 - e. 1) To consider written notice received to reverse resolution 846
2) To consider proposal for a Platinum Jubilee event from Cllr Wheeler-Booth 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

Sandford St Martin Parish Council

- d. To note monies received
 - e. To receive update of current status of bank account
 - f. To approve budget update
 - g. To review and approve the virement report
 - h. To approve bank reconciliation
 - i. To approve finance update
 - j. To approve reserve update
11. Administration and Policies
- a. To review and approve the Business Continuity Policy
 - b. To review and approve the Virtual Meeting Procedure
 - c. To review and approve the Freedom of Information Scheme
 - d. To review and approve the Community Engagement Policy
 - e. To review and approve the Co-option Policy
 - f. To review and approve the Press and Media Policy
 - g. To review and approve the Staff Recruitment and Retention Policy
 - h. To review and approve the Gifts and Hospitality Register Guidance
 - i. To review and approve the Expenses Policy
 - j. To review and approve the Reserves Policy
 - k. To review and approve the Review of Effectiveness of Internal Audit 2020-21
 - l. To review and approve the Asset Register
 - m. To note that the NJC salary award for 2021-2022 has been agreed, that the Clerk's salary will be amended, and that back pay will be paid in March
 - n. To agree date and arrangements for staff appraisal and pay review
 - o. To consider delegating authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations
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