

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 14 November 2019 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

07 November 2019

Agenda

1. Receive apologies for absence
2. Approve and sign minutes of meeting on 12 September 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. 19/02945/HHD – Replacement of existing roof light with dormer window – Fox Cottage, 4 Manor Farm Cottages, Manor Road, Sandford St Martin
 - b. Any planning applications received before date of meeting
 - c. Update of previous planning applications
8. Correspondence received – appendix B
9. Business items
 - a. Disciplinary and Grievance Policy – to review and adopt policy – appendix C
 - b. Equal Opportunities Policy- to review and adopt policy- appendix D
 - c. Health and Safety Policy- to review and adopt policy – appendix E
 - d. Sickness and Absence Policy – to review and adopt policy – appendix F
 - e. Document Storage, Retention and Destruction Policy – to review and adopt policy – appendix G
 - f. Privacy Notice – to review and adopt Notice – appendix H
 - g. Privacy Notice (staff and councillors) – to review and adopt Notice – appendix I
 - h. Privacy Policy – to review and adopt policy – appendix J
 - i. Requests for Information Policy – to review and adopt policy – appendix K
 - j. Data Protection Policy – to review and adopt policy – appendix L
 - k. Security Incident Response Policy – to review and adopt policy – appendix M
 - l. Internal auditor – to agree to investigate options
 - m. Electronic filing – to agree to investigate options
 - n. Ledwell Green Executive Committee – to review and amend status if necessary, and review and amend its terms of reference
 - o. Council provided email addresses – to review report and agree action – appendix N
 - p. Payroll provider – to approve new payroll provider
 - q. Delegated Powers for Clerk – to approve delegated powers for the Clerk
10. Finance
 - a. To approve current expenditure – appendix O
 - b. To approve Council administration costs – appendix P
 - c. To instruct bank signatories to sign approved payments
 - d. Update of current status of bank accounts – appendix Q

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- e. To approve current year budget update – appendix R
 - f. To approve bank reconciliation – appendix S
 - g. To approve finance update – appendix T
 - h. To agree budget for 2020-21 – appendix U
 - i. To agree precept for 2020-21
11. Items for information and for the next agenda only
12. Next meeting – Thursday 09 January 2020