

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Annual Parish Council Meeting on Thursday 19 May at 7.15 pm, at Sandford St Martin Parish Hall, following the Annual Parish Meeting. Please inform the Clerk if you are unable to attend.

A Ogilvie

Anne Ogilvie – Sandford St Martin Parish Clerk

13 May 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. To elect the Chairman of the Council
2. To receive Acceptance of Office of the Chairman
3. Welcome from the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive Acceptance of Office of the Vice-Chairman
6. To approve the signing of the Declaration of Acceptance by 31 May 2022 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 minutes of meeting on 17 March 2022
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 approve that from 19 May 2022 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 2011, ss1-8) as the total number of elected councillors in the 2022 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
12. To review existing committees and agree terms of reference
13. To create committees required to carry out Council business and agree terms of reference

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14. To appoint Members to serve on committees
15. To review existing working groups and agree terms of reference
16. To create working groups required to carry out Council business and agree terms of reference
17. To appoint Members to serve on working groups
18. To appoint lead councillors and agree terms of reference
19. To review and approve delegation arrangements to committees and other local authorities
20. To review and approve delegation arrangements to staff
21. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
22. To review and adopt Standing Orders
23. To review and adopt Financial Regulations
24. To review and approve the Council's complaints procedures
25. To review and approve the dates of all Council 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 the press and media, and the Council's employment policies and procedures
26. To review representation on, or work with, external bodies and arrangements for reporting back to Council
27. To review and approve the inventory of land owned or maintained by the Council
28. To receive and comment on the Asset Inspection on 22 March 2022 undertaken by Cllr North
29. To review and approve the asset register
30. To review and approve the Council insurance policy and renewal agreement
31. To review and approve Council's and staff subscriptions to other bodies
32. To review and approve the annual maintenance and administration contracts and agreements
33. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
34. To approve the Councillor Code of Conduct
35. To receive and comment on the RFO's review of the annual accounts to 31 March 2022
36. To approve the Statement of Accounts to 31 March 2022
37. To approve the bank reconciliation to 31 March 2022
38. To receive and comment on the internal audit report for the year ending 31 March 2022 and agree actions

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39. To complete and sign the Annual Governance Statement for the year ending 31 March 2022
40. To approve and sign the Accounting Statements for the year ending 31 March 2022
41. To approve the Certificate of Exemption – AGAR 2021-2022
42. To set the date for the commencement of the Exercise of Public Rights
43. To appoint an internal auditor for the current financial year
44. To approve Scheduled Payments List and suppliers for the year to May 2023
45. To approve Direct Debits and Standing Orders for the year to May 2023
46. To approve grants and donations for the year to 31 March 2023
47. To approve the Action Plan for 2022-2023
48. To receive reports from County and District Councillors
49. To receive and comment on the Clerk's report
50. Planning and Enforcement
 - a. 22/00132/S73 – Variation of condition 2 of planning permission 20/02531/HHD to allow for an enlarged underground garage/store and provision of a service corridor
Millers Barn, Mill Lane, Sandford St Martin – comment by 26 May 2022
 - b. Any planning applications or enforcement notices received before date of meeting
 - c. Update of previous planning applications and enforcement actions
51. Business items
 - a. To receive update from Cllr Wheeler-Booth regarding the Platinum Jubilee celebrations
 - b. To consider arranging a Duty of Care tree survey for trees on Parish Council controlled land
 - c. To consider asset repairs/replacements required and agree actions
52. 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 received update of current status of bank account
 - f. To approve the budget update
 - g. To approve the bank reconciliation
 - h. To approve the finance update
 - i. To approve the reserve update
53. Administration and policies
 - a. To consider setting up a current account with Unity Trust Bank and agree users
 - b. To consider applying for a debit card via Unity Trust Bank for the Clerk and agree actions
 - c. To consider Clerk and councillor training and agree actions
54. To receive items for information only

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55. 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
56. Next meeting – to note date and time of next meeting
57. To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions 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
58. To receive staff appraisal report and agree actions
59. To consider staff pay review and agree actions