

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 06 October 2022 at 7.00 pm, at Sandford St Martin Parish Hall, to following the Annual Parish Meeting. Please inform the Clerk if you are unable to attend.

A Ogilvie

Anne Ogilvie – Sandford St Martin Parish Clerk

30 September 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
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda
To note that councillors who have declared an interest in an item on the agenda are obliged to leave the meeting room for the duration of that item and take no part in the discussion or the vote
4. To approve and sign minutes of meeting on 05 June 2022
5. 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.
6. To receive reports from County and District Councillors
7. To receive and comment on the Clerk's report
8. Planning and Enforcement
 - a. To consider a proposal from Sandford St Martin Cricket Club for a new Groundsman Building
 - b. Any planning applications or enforcement notices received before the date of meeting
 - c. Update of previous planning applications and enforcement actions
9. Business items
 - a. To consider the request for funding from the Barton Bulletin and agree actions
 - b. To consider purchasing and installing a new lock for the Sandford St Martin noticeboard
 - c. To receive an update from Cllr North regarding the Mullins Motor Museum and

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agree actions

- d. To receive an update from Cllr Rowe regarding parish maintenance works and agree actions
- e. To consider whether salt bins and/or salt is required from OCC and agree actions
- f. To receive report regarding Village Greens from the Clerk, including a log of Village Greens in the Parish and Council's responsibilities and obligations
- g. To consider a request for works on Ledwell Village Green 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
- 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

11. Administration and policies

- a. To consider the draft Action Plan for 2023-2024
- b. To consider the draft budget for 2023-2024
- c. To review and approve the Terms of Reference for the Finance and Governance lead councillor
- d. To review and approve the Review of Effectiveness of Internal Audit for the year ending 31 March 2022
- e. To consider Clerk and councillor training and agree actions (deferred from May 2022 meeting)
- f. To review and approve the Internal Auditor agreement for the year ending 31 March 2023
- g. To consider opting out of the the SAAA external auditor appointment arrangements and agree actions
- h. To review and approve the Risk Assessment
- i. To note the new councillor induction pack
- j. To review and approve the Disciplinary and Grievance Policy
- k. To review and approve the Health and Safety Policy
- l. To review and approve the Sickness and Absence Policy
- m. To review and approve the Equal Opportunities Policy
- n. To review and approve the Training and Development Policy
- o. To review and approve the Security Incident Response Policy
- p. To consider purchasing an SSL certificate for the website

12. To receive items for information only

- a. WODC Cabinet meeting, 16 November at 2pm, Chipping Norton Town Hall

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