

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Annual Council Meeting on Thursday 25th May 2023 at 7.30 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

18 May 2023

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 the Acceptance of Office from the Chairman
3. Welcome from the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive the Acceptance of Office from the Vice-Chairman
6. To receive apologies for absence
7. 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
8. To approve and sign the minutes of the meeting on 16 March 2023
9. To co-opt new councillors
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 receive reports from County and District Councillors
12. To create committees and agree their terms of reference
13. To appoint members to serve on the committees
14. To review the existing working groups and review their terms of reference
15. To create working groups and agree their terms of reference
16. To appoint members to serve on the working groups

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17. To appoint lead councillors and agree their terms of reference
18. To review delegation arrangements with external committees and other local authorities
19. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
20. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
21. To review delegation arrangements to officers
22. To review and approve the inventory of land owned or maintained by the Council
23. To review and approve the asset register
24. To review and adopt Standing Orders
25. To review and adopt Financial Regulations
26. To review and approve the Council's complaints procedures
27. To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council 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/media, and the Council's employment policies and procedures
28. To approve the Councillor Code of Conduct
29. To review and approve the Council's insurance policy and renewal agreement
30. To review and approve the Council and staff subscriptions and memberships to other bodies
31. To review and approve the maintenance and administration contracts and agreements, and agree actions
32. To review and approve the Scheduled Payments List and suppliers for the year to May 2024
33. To approve the direct debits and standing orders for the year to May 2024
34. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
35. To review and approve the Action Plan for 2023-2024
36. To receive and comment on the RFO's review of the annual accounts to 31 March 2023
37. To approve the Statement of Accounts to 31 March 2023
38. To approve the bank reconciliation to 31 March 2023
39. To receive and comment on the internal audit report for the year ending 31 March 2023 and agree actions
40. To complete and sign the Annual Governance Statement for the year ending 31 March 2023
41. To approve and sign the Accounting Statements for the year ending 31 March 2023
42. To approve the Certificate of Exemption – AGAR 2022-2023

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43. To set the date of the commencement of the Exercise of Public Rights
44. To appoint the internal auditor for the current financial year
45. To approve grants and donations for the year to 31 March 2024
46. To receive and comment on the Clerk's report
47. Planning and Enforcement
 - a. Any planning applications or enforcement notices received before the date of meeting
 - b. Update of previous planning applications and enforcement actions
48. Business items
 - a. To receive updates regarding the Parish Hall and agree actions
 - b. To receive an update regarding broadband options for the Parish Hall and agree actions
 - c. To consider retaining Kingham Garden Services as the grass cutting contractor for the Ledwell Village Green until the next ACM
 - d. To note that the Parish Council has been offered a grant of £1000 from the Thomas Giles Charity towards the replacement cabinet and items required for the defibrillator, and agree actions
 - e. To receive an update regarding concerns about charging cables on pavements and parking on pavements, and agree actions
49. 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 receive an update of current status of bank account
 - f. To approve the budget update
 - h. To approve the bank reconciliation
 - i. To approve the finance update
 - j. To approve the reserve update
 - k. To review and approve the earmarked reserve update report
50. Administration and policies
 - a. To review and approve the Internal Financial Control Policy
 - b. To review and approve the Internet Banking Payment Procedure
 - c. To consider training options for the Councillors and Clerk, and agree actions
51. To receive items for information only
52. 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
53. Next meeting – to note date and time of next meeting