



MARTOCK PARISH COUNCIL

Martock Parish Council
The Market House
Church Street
Martock Somerset
TA12 6JL

25th May 2023

To: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Paul Helyer, Graham McDonald, Alison Warne, Neil Bloomfield, Suzanne Luxton, Louise Clarke, Alan Potter, Tony Welsh, Ashley Chapman, Sylvia Williams and Neil Williams. (2 vacancies)

YOU ARE HEREBY SUMMONED TO ATTEND the **Annual Parish Council Meeting** of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 31st May 2023** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend. The meeting will be recorded.

Paul Russell

Paul Russell, Locum Clerk

Please contact the Parish Office (01935 822891) if you need further information on this agenda.

Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

To Receive Reports from the Somerset Council Wards Councillors



MARTOCK PARISH COUNCIL

Full Council Meeting AGENDA Wednesday 31st May 2023 @ 7:00pm

1. **ELECTION OF CHAIR**
To invite nominations and elect the Chair of Martock Parish Council. To receive the Chair's Declaration of Acceptance of Office.
2. **ELECTION OF VICE CHAIR**
To invite nominations and elect the Vice Chair of Martock Parish Council. To receive the Vice Chair's Declaration of Acceptance of Office.
3. **APOLOGIES FOR ABSENCE**
To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)
4. **DECLARATIONS OF INTEREST**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34).
5. **MINUTES OF PREVIOUS MEETING**
To confirm the minutes of the Council meeting held on 26th April 2023 as a correct record (LGA1972 sch12).
6. **TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "That, in accordance with Section 100 of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".
7. **COMMITTEE MINUTES AND REPORTS**
To receive the minutes of all the following Committee meetings that have taken place:
 - a. Planning Committee – 8th February 2023
 - b. Planning Committee – 8th March 2023
 - c. Planning Committee – 12th April 2023
8. **STANDING COMMITTEES**
Appointment of Members to the following Standing Committees and the granting of delegated authority to those Committees:

- (a) Building and Open Spaces Committee - 4 appointed members and Chair and Vice-Chair of the Council and the Chair of the Finance & Resources committee are ex-officio members.
- (b) Events Committee - 4 appointed members and Chair and Vice-Chair of the Council.
- (c) Planning & Highways Committee - 4 appointed members and Chair and Vice-Chair of the Council and the Chair of the Finance & Resources committee are ex-officio members.
- (d) Finance and Resources Committee - Chair and Vice-Chair of the Council, and the Chair or one other nominated member of the Buildings & Open Spaces, and Services committees.
- (e) Personnel Committee - 4 appointed members and Chair and Vice-Chair of the Council

9. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations. (Copies attached separately)

10. SCHEME OF DELEGATION

To review and adopt the Scheme of Delegation, subject to any amendments required.

11. TERMS OF REFERENCE

To review and adopt the following Committee Terms of Reference, subject to any amendments required.

- Building and Open Spaces Committee
- Events Committee
- Planning & Highways Committee
- Finance & Resources Committee
- Personnel Committee

12. REPRESENTATIVES ON EXTERNAL BODIES

To appoint representative(s) to serve on outside bodies for the ensuing year 2023/2024.

13. FINANCE REPORTS (to follow)

- a) To receive and sign the list of payments for April & May 2023
- b) To receive and note the current statutory balance sheet
- c) To receive and note the current income and expenditure report
- e) To approve bank account reconciliations for April 2023

14. CODE OF CONDUCT

Members to review and approve the revised Code of Conduct.

15. POLICY REVIEW

Members to review and approve the following Policies:

- Freedom of Information
- Data Protection Policy
- Member/Officer Protocol
- Social Media Policy
- Grant Policy

16. CALENDAR OF MEETINGS FOR 2023-2024

Members to review and approve the meeting calendar for the Municipal Year 2023/2024

17. RISK REGISTER

Members to review the Council's Risk Register.

18. GRANT REQUEST

To consider the grant request from the Scouts.

19. YEOVIL DISTRICT HOSPITAL LOSS OF SERVICES

To consider this matter. Please see the attached letter received.

20. DATE OF NEXT MEETING

To note the date of the next meeting, which is scheduled for Wednesday 28th June 2023 at 7.00pm.

21. CONFIDENTIAL SESSION

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

22. STAFF REPORT

To consider the Confidential Staffing Report (attached)