

# MARTOCK PARISH COUNCIL

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



Date of Issue: 26/10/2023

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Neil Bloomfield, Ashley Chapman, Louise Clarke, Paul Helyer, Katie Hunt, Suzanne Luxton, Graham MacDonald, Alan Potter, Alison Warne, Ash Warne, Tony Welsh, Sylvia Williams and Neil Williams.

## NOTICE OF MEETING

**YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING** of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 1<sup>st</sup> November 2023** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.



Peter Finnis  
Clerk MPC

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

Members of the public are welcome to attend. The meeting may be recorded.

### **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.



# MARTOCK PARISH COUNCIL

## FULL COUNCIL MEETING

### AGENDA

Wednesday 1<sup>st</sup> November 2023 at 7:00 pm

**1. Apologies for Absence:**

To receive and accept apologies for absence including reasons given.

**2. Declarations of Interest:**

To declare any interests relating to the business of the meeting and receive any dispensation requests.

**3. Confirmation of Minutes of previous meeting:**

To confirm and sign the minutes of the meeting of the Council held on 4<sup>th</sup> October 2023 as a correct record. **Attached**

**4. Financial Reports:**

RFO to report on;

(a) Detailed Balance Sheets as at end of July, August and September 2023. **Attached**

(b) Bank Reconciliation Current and Deposit Accounts as at end of July, August and September 2023. **Attached**

(c) Bank Reconciliation Credit Card as at end of July and August 2023. **Attached**

(d) Current income and expenditure. **Report to follow**

(e) List of Payments made from 1<sup>st</sup> July to 30<sup>th</sup> September 2023. **Attached**

(f) List of Credit Card Payments made from 1<sup>st</sup> July to 31<sup>st</sup> August 2023 – the chair to sign the list. **Attached**

(g) Retrospective approval of £4,025 (net) invoice for fireworks.

(h) To consider and approve replacement of the Seniors Support Co-ordinator's laptop.

**5. Change of Bank:**

To consider and approve a change to Unity Bank.

**6. Committee Minutes:**

Planning and Highways Committee – 11<sup>th</sup> October 2023. **Attached**

**7. Recruitment of new Chief Officer:**

Locum Clerk to provide a verbal update on behalf of the Recruitment Panel.

**8. External Audit 2022/23:**

RFO to report on:

- (a) Interim report from External Auditors. **Attached**
- (b) Annual Governance Statement. **Attached**
- (c) Section 3 – External Auditor’s report and certificate. **Attached**

**9. Proposed new Democratic Structure for Martock Parish Council:**

Report of Locum Clerk. **Attached**

**10. Social Media:**

Motion from Councillor Katie Hunt to amend the Social Media Policy with the aim of increasing social media presence, championing the Council’s successes, and keeping the public informed in a timely fashion.

**11. Remembrance:**

To discuss the Remembrance event, including attendance and wreath laying.

**12. Community Team Reports:**

- (a) Seniors Support Co-ordinator. **Attached**
- (b) Martock Job Club Co-ordinator. **Attached**
- (c) Community Support Co-ordinator. **Attached**
- (d) Operations Manager report re Community Team. **To follow**

**13. Martock Active Living Group:**

- (a) To consider formally adopting management of the Group by the Seniors Support Co-ordinator.
- (b) To include their future income and expenditure within the Council’s financial procedures and to seek legal advice if necessary. **Report to follow**

**14. Forthcoming Meetings:**

- a. Full Council – Wednesday 22<sup>nd</sup> November 2023 at 7.00pm
- b. Planning Committee – Wednesday 8<sup>th</sup> November 2023 7.00pm

**15. Exclusion of the Press and Public:**

As the following item is expected to include the consideration of exempt information, it is proposed that, in accordance with Section 1 of Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following matter, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Section 1 of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**16. Proposed Café at the Pavilion – Award of Lease:**

Chair of Pavilion Cafe Working Group to report on the recommendation of the Tender Board in respect of the award of the cafe lease.

Reasons for confidentiality – terms of a proposed contract and financial information of third parties.