

MARTOCK PARISH COUNCIL

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

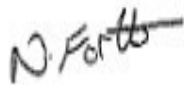


Date of Issue: 17/05/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Danny Dwyer, Michael Hall, Paul Helyer, Graham MacDonald, Alan Potter, James Tresarden, Alison Warne, Ash Warne and Tony Welsh.

NOTICE OF MEETING

YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 22nd May 2024** in the Parish Hall, Church Street, Martock for the purpose of transacting the business set out in the agenda below. Please note that this meeting will take place after the Annual Parish Meeting which is taking place at 6.30pm.



Natalie Fortt
Chief Executive

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

ANNUAL PARISH COUNCIL MEETING

AGENDA

Wednesday 22nd May 2024

1. CHAIRMAN'S ANNOUNCEMENTS

2. ELECTION OF CHAIR

To invite nominations and elect the Chair of Martock Parish Council and receive the Chair's Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIR

To invite nominations and elect the Vice Chair of Martock Parish Council and receive the Vice Chair's Declaration of Acceptances of Office.

4. APOLOGIES FOR ABSENCE

To receive, and consider for acceptance, apologies for absence (LGA 1972 S85).

5. 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).

6. MINUTES OF PREVIOUS MEETING

To confirm the minutes of the Full Council meeting held on 24th April 2024 as a correct record (LGA1972 sch12). Attached.

7. FINANCIAL REPORTS

To note the following reports:

- (a) The Bank Reconciliation Statements. Attached
 - 1. Natwest current account and deposit account
 - 2. Unity bank current account
 - 3. Public Sector deposit account
- (b) The List of Payments for April 2024. Attached
- (c) The Detailed Balance Sheet. Attached

To review and approve the following reports: To Follow

- (d) The Detailed Income and Expenditure by Budget Heading.
- (e) The Virements report.
- (f) The Council's and/or staff subscriptions to other bodies.
- (g) Payments by direct debit.

(h) Ring Fenced reserve for Community Team donations. Attached

8. STANDING COMMITTEES

Appoint Members to the following Standing Committees, appoint the Chair of each Standing Committee and grant delegated authority to those Committees:

- a) Planning Committee – 7 member representatives.
- b) Personnel Committee – 5 member representatives including either the Chair or Vice Chair of Council.

9. TERMS OF REFERENCE

To review and agree the Terms of Reference for the Standing Committees:

- a) Planning Committee
 - b) Personnel Committee
- Attached.

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt the Standing Orders (attached) and Financial Regulations (to follow).

11. SCHEME OF DELEGATION

To review and adopt the Scheme of Delegation. Attached

12. REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to serve on the following Outside Bodies for the municipal year 2024/2025:

- a) Making the Most of Martock Community Partnership
- b) Community Survey Steering Group
- c) Youth Services Management Group
- d) Levels and Moors Local Community Network
- e) Ash, Long Load and Martock Traffic Liaison Meeting
- f) Martock Youth Club Committee Meeting

Other appointments:

- g) Martock Parish Path Liaison Officer (PPLO)
- h) Bus Champion
- i) Environmental Champion
- j) Flood Co-ordinator
- k) Martock Tree Officer

13. CODE OF CONDUCT

To review and approve the Code of Conduct. Attached.

14. POLICY REVIEW

To review and approve the Policy Review Schedule and following Policies:

- a) Freedom of Information
- b) Data Protection
- c) Officer/Member Protocol

d) Social Media Policy
Attached.

15. RISK MANAGEMENT

To review and approve the new Risk Management Policy and approve funding to undertake risk assessments ahead of a review of the Council's overall risk profile. Attached.

16. NEW TASK GROUPS

a) **Environmental Task Group –**

To consider establishing a new environmental task group, as stated in the Council's environmental policy.

b) **Communications Task group -**

To consider establishing a task group to develop a Council Communication Strategy.

Attached.

17. COMMITTEES:

Council is requested to note the Minutes of the Planning Committee held on 8th May 2024. Attached

18. DATE OF NEXT MEETING

To confirm the date of the next meeting of Full Council.

19. FORWARD PLAN

To approve the Forward Plan and Calendar of Meetings for the municipal year 2024/2025. Attached.