

# MARTOCK PARISH COUNCIL

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

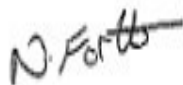


Date of Issue: 21/06/2024

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 26<sup>th</sup> June 2024** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.



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

## FULL COUNCIL MEETING

### AGENDA

Wednesday 26<sup>th</sup> June 2024 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 22<sup>nd</sup> May 2024 as a correct record. **Attached**
4. **Chairman's Announcements**
5. **Representatives on Outside Bodies and Task Groups**  
To receive reports from Councillors representing Martock Parish Council on external bodies and task groups.
  - a) Youth Service Management Group
  - b) Community Plan Steering Group. **Attached**
  - c) Levels and Moors Local Community Network. **Attached**
  - d) Ash, Long Load and Martock Traffic Meeting
  - e) Neighbourhood Plan Revision Group. **Attached**
6. **Council Budget – 2024/25 Monitoring as at Month 2:**  
**To receive and note :**
  - (a) The Bank Reconciliation Statements. **Attached**
    - Natwest current account and deposit account 31st May 2024
    - Unity bank current account 31st May 2024
    - Public Sector deposit account 31st May 2024
    - Credit card 03rd May 2024
  - (b) The List of Payments for May 2024. **Attached**, (to be signed by the Chair and appended to the minutes of the meeting).
  - (c) The Detailed Balance Sheet. **Attached****To receive and review :**
  - (d) The Detailed Income and Expenditure by Budget Heading against the planned budget. **Attached**

**7. Chief Executive Report**

To receive the brief monthly update from the Chief Executive regarding matters not included elsewhere on the agenda. **Attached.**

**8. Financial Audit**

- (a) To note the internal audit report for 2023 2024 and consider any recommendations. **To follow**
- (b) To note and approve the annual internal audit report for 2023 2024
- (c) To consider and approve Section 1 Annual Governance Statement of the Annual Governance and Accountability return for 2023 2024
- (d) To consider and approve Section 2 Accounting Statements of the Annual Governance and Accountability return for 2023 2024
- (e) To approve the dates for the period for the Exercise of Public Rights
- (f) To note the explanation of variances for external audit for year end 2023 2024 in support of the AGAR

**Attached**

**9. Cemetery Report**

To receive an update on Cemetery Administration and proposed amendments to Rules and Regulations. **Attached.**

**10. Maintenance Contract**

To approve the proposed grounds maintenance arrangements for the following six months. **Attached**

**11. Appointments to outside bodies**

Council is requested to nominate a representative to the following vacant appointments.

- a. **Bus Champion**
- b. **Tree Warden**

**12. Cleaning Review**

To consider the proposal to employ an additional part-time cleaner and key holder. **Attached.**

**13. Events Task Group Update**

To receive an update regarding events including the proposed Fireworks display and to nominate two further representatives to the task group.  
**Attached**

**14. Request from Martock Community Association Christmas Craft Market to Operate Under MPC Market Rights**

To approve the proposal to allow Martock Community Association to operate a Christmas Craft Market under the Council's market rights. **Attached**

**15. Library Report**

To consider whether to continue to contribute £5,000 towards the running of costs of Martock Library. **Attached**

**16. Somerset Council Chairs Community Awards Friday 4th October 2024:**

Council is requested to consider whether to submit a nomination to the Somerset Community Awards. The deadline for submissions is 28<sup>th</sup> June 2024.

**17. Speed Indicator Devices (SID)**

To consider the use of SIDs and agree a way forward. **Attached**

**18. Committees:** Council is requested to:

- a. Note the Minutes of the Planning Committee held on 12<sup>th</sup> June 2024  
**Attached**

**19. Correspondence - Bower Hinton defibrillator**

To consider whether Council wishes to investigate the feasibility of providing a defibrillator in Bower Hinton. **Attached**

**20. Forward Plan:** To note the Full Council Forward Plan. **Attached**

**21. Forthcoming Meetings:**

- a. Planning Committee – Wednesday 10<sup>th</sup> July 2024 7.00pm
- b. Full Council – Wednesday 24<sup>th</sup> July 2024 7.00pm