

SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL
NOTICE OF ANNUAL AND PARISH COUNCIL MEETING

Members of the Public and the Press are invited to attend all Council Meetings

Although no prior notification is needed it would be helpful to let the Clerk know of any plans to film or record the meeting so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting and you are asked to act in a reasonable manner and not disrupt the conduct of meetings. Recording must be clearly visible to anyone at the meeting.

Dear Councillors,

You are hereby summoned to attend the following meetings:

Annual and Parish Council Meeting of SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL

Time 19:30 hrs

Day Thursday 16th May 2024

Place Sutton Montis Village Hall

Councillors will be discussing all the items listed on the Agenda

Yours faithfully

Cherry Toop

Parish Clerk

12th May 2024

AGENDA – ANNUAL MEETING

- PC 2024/52** To **ELECT** the Chairman of the Council for 2024/2025 and receive their Declaration of Acceptance of Office
- PC 2024/53** To **ELECT** the Vice Chairman of the Council and receive their Declaration of Acceptance of Office
- PC 2024/54** To **RECEIVE** apologies for absence and to approve the reasons given
- PC 2024/55** To **APPROVE** and sign as a correct record the **minutes** of the Annual Parish Council Meeting held on Thursday 18th May 2023
- PC 2024/56** To **CONSIDER** any applications received for the Casual Vacancy on the Parish Council and conduct vote to fill the vacancy by co-option
- PC 2024/57** **Election** of Officers, Statutory and Standing Committees (if any) and allocation of Parish Responsibilities to individual Councillors:
1. Village Hall Committee representatives
 2. Bank Signatories
- PC 2024/58** To **ADOPT** the following policies and documents
1. Standing Orders (no change)
 2. Code of Conduct (no change)
 3. Financial Regulations (latest NALC update)
 4. Register of Assets
- PC 2024/59** To **CONFIRM** dates of meetings (2024-2025) and Annual Parish Meeting (2025)

AGENDA – COUNCIL MEETING

- PC 2024/60** Members to **DECLARE** any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct
- PC 2024/61** To **RECEIVE** the Clerk’s report (circulated) and resolve actions from last meeting
- PC 2024/62** To **RECEIVE** the Somerset Councillors’ report and any update
- PC 2024/63** To **RECEIVE** a Police update since last meeting
- PC 2024/64** To **RECEIVE** an update from the last Local Community Network meeting, if available, and resolve who should attend the next meeting
- PC 2024/65** To **RECEIVE** an update on previous planning applications
- PC 2024/66** To **RECEIVE** an update from Village Hall Committee representatives for
1. South Cadbury
 2. Sutton Montis
- PC 2024/67** To **RECEIVE** any updates on Highways and Rights of Way and resolve any actions arising
- PC 2024/68** To **RECEIVE** an update from the Sutton Farm Working Group
- PC 2024/69** To **RESOLVE** where the portrait of HM King Charles III should be donated
- PC 2024/70** To **RESOLVE** to approve the annual accounts for year ending 2023-2024
- PC 2024/71** To **RECEIVE** the internal auditor’s report, if available
- PC 2024/72** To **RESOLVE** to approve the Annual Governance Statement for 2023-2024
- PC 2024/73** To **RESOLVE** to approve the Accounting Statements for 2023-2024
- PC 2024/74** To **RESOLVE** to complete the Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- PC 2024/75** To approve any **training** requirements for clerk and councillors
- PC 2024/76** **Financial matters**
1. To **RECEIVE** an update of the bank balance and monthly charges
 2. To **RECEIVE** and approve Clerk timesheets for March and April 2024
 3. Payments to **APPROVE**
 - a) Clerk salary March 2024 £771.54 and April £375.70
 - b) PAYE payment to HMRC for March £193.00
 4. To **CONSIDER** quotes received and resolve renewal of insurance for 2024-2025
 5. To **RESOLVE** to approve excel spreadsheet be used to record future cashbook transactions
 6. To **RESOLVE** to appoint electrician for installation of new defibrillators and approve quote
 7. To **RESOLVE** to approve schedule of payments for 2024-2025
- PC 2024/77** To **CONSIDER** grant request correspondence received from South Cadbury PCC

PC 2024/78 Agenda items for next meeting

Date of next meeting 18th July 2024

Cherry Toop

Cherry Toop (Clerk to Parish Council)

12th May 2024

Phone 01963 440384

E-mail: clerk@southcadburyandsuttonmontispc.org.uk www.southcadburyandsuttonmontispc.org.uk