

# STOKE - SUB - HAMDON PARISH COUNCIL

Clerk. Mr Neil Bloomfield, Tel: **07545 951 917**  
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To: **All Members of Stoke sub Hamdon Parish Council**

**Tuesday 10<sup>th</sup> August 2023**

Dear Councillor,

You are summoned to an extra meeting of Stoke sub Hamdon Parish Council on

**Tuesday, 15<sup>th</sup> August 2023 at 6.00pm**

at the Lighthouse West Street to transact the business set out below.

*Neil Bloomfield*  
**Parish Clerk**

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respects for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

## AGENDA

### **23/137 Recording of meetings**

Attention is drawn to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify prior to or at the commencement of the meeting if they intend to audio/video record public proceedings. The council will record the meeting.

### **23/138 Apologies For Absence.**

Apologies for absence to be accepted by council.

### **23/139 Declarations Of Interest**

Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any agenda item must request in writing, or immediately prior to the commencement of the meeting an interest to the proper officer who may grant a dispensation.

### **23/140 Public Questions**

Members of the public may raise relevant issues with council which maybe included on future agenda. Cllrs cannot make instant decisions on items not included on the agenda. Detailed responses will be in writing where appropriate.

**23/141 Acceptance Of Minutes Of Last Meeting.**

Extraordinary full council meeting 5<sup>th</sup> July 2023

**23/142 Casual Vacancies**

No election having been requested council will move to fill the two vacancies by co-option. Voting by show of hands unless a request for written ballot made by 2 Cllrs.

**23/143 Declaration Of Acceptance Of Office.**

Newly elected Councillors are required to sign Declaration of Acceptance of Office prior to taking their seats.

**23/144 Scheme of Delegation Committee Terms of Reference**

Council changed the planning & Finance working groups to standing committees in March 2023. The attached policy completes this process and devolves some council function to standing committees and clarifies delegation to the clerk. The Finance committee considered this policy at its meeting 18<sup>th</sup> July 2023 and recommend it to council.

**23/145 Subject to 23/144 to approve membership of Planning Committee and Finance & Resources Committee.**

**23/146 Subject to 23/144 necessary changes to standing orders be made.**

**23/147 Agree calendar of council meetings for remainder of municipal year:**

Full Council  
6<sup>th</sup> September 2023  
4<sup>th</sup> October 2023  
1<sup>st</sup> November 2023  
6<sup>th</sup> December 2023  
3<sup>rd</sup> January 2023  
7<sup>th</sup> February 2023  
6<sup>th</sup> March 2023

**23/148 Finance**

1. Required for agreed office accommodation (minute 23/135). By RESOLUTION create 2 new budget lines for a) utilities and b) Setup Costs (fittings/equipment). To vire £4000 from the General Reserve.
  - a) Unit 7 Utilities £1,000 23/24
  - b) Unit 7 Setup Costs £3,000
2. Council to note under sec. 5.5(a) Financial Regulations the following payment authorised by RFO to avoid any late payment charge due to 7-day payment terms.

**Invoice No 12/1449**

**'Do the Numbers' Ltd.**

**£475.00**

7 day payment terms applied

- 23/149 Motion to Amend Council Resolution within 6 months (23/111)**  
Council asked to revisit the grounds maintenance contract. Council are asked to select the other quote which reflects previous years' service contract and will reduce the contract cost,
- 23/150 Resolve to exclude press and public.**  
Owing to the nature of the agenda item that follows the press and public will be excluded as public discussion of the items would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Section 1 of the public Bodies (admission to meetings) Act 1960
- 23/151 Revised Staff Contract and conditions of service**  
To consider an amended contract in regards salary/hours and SALC benchmarking recommendation
- 23/152 Training**  
Consider the clerks attendance at the following:
1. Essential Clerk1,2,3  
3 x 2hr sessions
  2. Local Council Administration (iLca)  
Online Course (circa 10hrs)