



Sandon Parish Council

Parish Locum Clerk Caroline Scott
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Date: 1st May 2024

To: Cllrs John Davies (Chair), Ian Dell, James De Uphaug, Nikki Hawxby, Maaïke van-Wijk.

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Please note that all relevant information is available on our website

Sandon Parish Council Annual Meeting to be held on Wednesday 8th May 2024 Sandon Village Hall at 7.30pm

C Scott

Mrs C Scott,

Locum Clerk to Sandon Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

- 24/022 **Election of Chairman**
To elect a Chairman for the year 2024/25 and sign Declaration of Acceptance of Office
- 24/023 **Election of Vice-Chairman**
To elect a Vice-Chairman for the year 2024/25 and sign Declaration of Acceptance of Office
- 24/024 **Apologies**
To receive and approve apologies for absence.
- 24/025 **Interests**
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 24/026 **Minutes**
To confirm the minutes of Sandon Parish Council Meeting held on [the 13th March 2024](#) as an accurate record of proceedings.
- 24/027 **Public Issues**
To invite members of the public to address the meeting.
- 24/028 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies.

- 24/029 **Planning**
To receive a planning report on applications and decisions
a) [24/00668/LDCP](#) - Wheat Hill Sandon Buntingford Hertfordshire SG9 ORB
- 24/030 **Council Documents**
a) [Code of Conduct](#)
b) [Standing Orders](#)
c) [Asset Register](#)
d) [Grant Application Form](#)
e) [Sandon Committee Terms of Reference](#)
f) [Calendar of Meetings for 2024-25](#)
- 24/031 **Finance**
a) To authorise payments made in accordance with the budget
b) To note receipt of income
c) To receive [summary report of receipts and payments against budget](#)
d) To receive bank reconciliation
e) To consider price quotations, charges and grant requests
 1. Clock
 2. [Insurance](#) – Zurich £464.00, Clear (Previously BHIB) £493.87
f) [Annual Governance and Accountability Return \(AGAR\) 2023/24](#)
2023/24/050 Audit requirements for the year ending 2023/24
 1. To receive [the Annual Internal Auditor Report for the year 2023/24](#)
 2. To approve the [Annual Accounts 2023/24](#)
 3. To approve the Certificate of Exemption 2023/24
 4. To approve Section 1, the Annual Governance Statement 2023/24
 5. To approve Section 2, Accounting Statements 2023/24
 6. To agree the dates for the public rights period of 3rd June to 12th July 2024 and to confirm the date the [Notice](#) is to be published on the Council's website
- 24/032 **Reports from Working Parties and Committees**
a) Highways
b) Church
c) Sports Club and [Roe Green](#)
d) Village Hall
e) School
f) [D-Day Celebration plans](#)
g) HR committee – To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 24/032/a/1 of the agenda of this meeting in view of the confidential nature of the business to be transacted, ie Staffing matters
 1. Agree appointment of new Clerk
 2. To review staff contract
- 24/033 **Date of next Sandon Parish Council Meeting and items for the agenda**
To note that the next Parish Council Meeting will be held on Wednesday 10th July 2024.