

The Orchards' and Margaret Marsh Parish Council (Group)

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

**Tuesday 27th May, at Manston Village Hall
following the Annual Parish Meeting**

The following are summoned to attend the 177th Meeting of the Parish Council on Tuesday 27th May, at Manston Village Hall: Cllr G Stokes (Chair), Cllr C Christensen and Cllr D Woodruffe.

This meeting will commence after the Annual Parish Meeting which will begin at 6pm. Members of the Council are requested to attend to consider and resolve upon the business to be transacted at the Meeting as set out below. Please inform the Parish Council if you are recording the meeting.

AGENDA

- 1. Election of Chair and signing of Declaration of Office**
- 2. Election of Deputy Chair and signing of Declaration of Office**
- 3. Chair's welcome**
- 4. Public Participation**
 - Members of the public may ask questions or make short statements to the Parish Council. The time for each is limited to 3 minutes. You may also submit questions beforehand by emailing the Clerk. The council cannot resolve any items not on the current agenda. Public Participation
- 5. To receive and consider apologies for absence**
- 6. To receive and consider applications for co-option to the council.**

If approved, candidates will be required to receive and accept the Code of Conduct and sign the Declaration of Acceptance of Office.
- 7. To receive any declarations of interest and consider any requests for special dispensations under Section 33 of the Localism Act 2011**
- 8. To receive and resolve to approve the Minutes of the 2024 AGM held on May 13th 2024**
- 9. Annual items for review:**
 - i. To resolve to approve the adopted Code of Conduct
 - ii. To remind all members of the pledge made in terms of Civility and Respect
- 10. To resolve to approve the re-adoption of all policies created and adopted:**
 - Standing Orders 2025
 - Scheme of Delegation 2025
 - Financial Regulations 2025
 - Co-option Policy 2025
 - Grant Awarding Policy 2025
 - Privacy Notice 2022
 - Planning Procedure Policy 2022

11. To resolve to adopt the following updated policies:

- Equality and Diversity Policy 2025
- Freedom of Information Policy 2025
- Data Protection Policy 2025

12. Parish Council 2024-2025 legal documents

- To agree certificate of Exemption in respect of 2024/24
- Annual Governance and Accountability Return (2024/25) Form 3
- Annual Governance Statement 2024/25 (to be signed and dated by the Chair and RFO)
- Internal Audit Report 2024/25 (Internal Audit, 30 April 2025)
- The Asset Register 2024/25
- The Bank reconciliation 2024/25
- To agree AGAR public inspection period
- To confirm move to .Gov.uk domain address

13. To receive and resolve to approve the Minutes of the 176th meeting held on Thursday, March 20th 2025

14. To receive and consider the Clerk's Report on past subject matters arising from the minutes:

- See OMM 177 Report Pack - Appendix A for status and outcome of previous matters

15. To receive the Chair's report:

16. To receive a report from County Councillor: Cllr Jane Somper

17. To receive Parish updates:

- East Orchard
- Margaret Marsh
- West Orchard

18. To discuss any Highways issues:

- Members of the public are encouraged to report any new faults or existing defects to Dorset Council at www.dorsetcouncil.gov.uk/w/report-a-problem-on-the-road-or-pavement

19. To comment on Planning Applications:

20. Financial Matters

- See OMM 176 Report Pack - Appendix C supporting reports.
 - To receive the Bank Reconciliation for April 2025 and budget report
 - To review and approve the payments made and payments for invoices received as per schedule
 - To confirm approval of the 2025 Asset Register
 - To confirm the renewal of the Parish Council Insurance for June 1st 2025-May 31st 2026
 - To confirm payment of Data Protection Fee

21. Council Banking

- To consider and approve changes to the bank access and authorisation of signatories

22. Communications:

- To receive an update on the options for wider communications (for reporting purposes only)

23. Training:

- Training received by council members or the Clerk in the past month (for reporting purposes only)

24. Correspondence:

- To note any correspondence received by members of the Clerk (for reporting purposes only)

25. Matters pertinent:

- Items are included at the discretion of the Chair. Members are to notify the Chair before the start of the meeting of any matter they wish to raise.

26. To note any decision/actions taken by Parish Clerk

- As per "Openness of Local Government Bodies Regulations 2014, Part 3, Paragraph 6-10" Record of decisions and access to documents (for reporting purposes only)

27. To record any items for the next meeting agenda:

- Any requests for agenda items for resolution at the next meeting must be received by August 1st 2025.

28. To record date of the next meeting:

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability); Crime & Disorder; Health & Safety; and Human Rights.

Signed: B Barker

Date: 13th May 2025

Clerk to the Parish Council email: Clerk@theorchardsandmargaretmarsh-pc.org.uk



Further information:

- Parish Council information is available at www.theorchardsandmargaretmarsh-pc.org.uk/
- Please report issues regarding highways and footpaths to Dorset Council: Dorset Council Website: <https://www.dorsetcouncil.gov.uk/>