

# The Orchards' and Margaret Marsh Parish Council (Group)

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## NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

**On Monday 18<sup>th</sup> May 2026 at Child Okeford Community Centre,  
following the Annual Parish Meeting**

**The following are summoned to attend the 181<sup>st</sup> meeting of the Parish Council: Cllr C Christensen, Cllr G Stokes, Cllr D Woodruffe, Cllr J Elliot, Cllr P Gay**

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. Time for each is limited to 3 minutes. You can submit questions beforehand by emailing the Clerk. The council cannot resolve any items not on the current agenda.
- 5. To receive and consider apologies for absence**
- 6. To receive any declarations of interest and consider any requests for special dispensations under Section 33 of the Localism Act 2011**
- 7. To receive and resolve to approve minutes of the 180<sup>th</sup> meeting held Monday, 9<sup>th</sup> March 2026**
- 8. Annual items for review and confirm the Council's governance arrangements remain appropriate**
  - To resolve to approve the adopted Code of Conduct
  - To remind all members of the pledge made in terms of Civility and Respect
- 9. To review and resolve to approve the continued adoption of the following policies (no changes):**
  - Standing Orders 2026
  - Scheme of Delegation 2026
  - Financial Regulations 2026
  - Co-option Policy 2026
  - Grant and Donations Policy 2026
  - Data Protection Policy and Privacy Notice 2026
  - Planning Procedure Policy 2026
  - Equality, Diversity and Inclusion Policy 2026
  - Freedom of Information Policy & Publication Scheme 2026

**10. To resolve to adopt the following policies:**

- IT Policy 2026
- Health and Safety Policy 2026

**11. To receive and approve the Annual Governance and Accountability Return (AGAR) 2025/26 and associated documents**

- To agree certificate of Exemption in respect of 2025/26
- Annual Governance and Accountability Return (2025/26 ) Form 2
- Annual Governance Statement 2025/26 (to be signed and dated by the Chair and RFO)
- Internal Audit Report 2025/26 (Internal Audit, 30 April 2026)
- The Asset Register 2025/26
- The Bank reconciliation 2025/26
- To agree AGAR public inspection period: 3rd June 2026 to 12th July 2026

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

**13. To receive and consider the Clerk's Report on past subject matters arising from the minutes:**  
*See OMM 181 Report Pack - Appendix A for status and outcome of previous matters*

**14. To receive Parish updates:**

- East Orchard
- Margaret Marsh
- West Orchard

**15. 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](http://www.dorsetcouncil.gov.uk/w/report-a-problem-on-the-road-or-pavement)

**16. To comment on Planning Applications:**

*See OMM 181 Report Pack - Appendix B for supporting reports*

**17. Financial Matters**

*See OMM 181 Report Pack - Appendix C for supporting reports.*

- To receive and approve the Bank Reconciliation for April 2026
- To receive and consider YTD budget reports and forecast to March 31st 2027.
- To receive and approve renewal of the Parish Council Insurance for June 1<sup>st</sup>, 2026, to May 31<sup>st</sup> 2027
- To record the payment of Unity Trust's monthly service fee of £7
- To confirm payment of the Data Protection Fee of £47, which is collected by direct debit
- To resolve to approve payment of the Clerk's salary by standing order through to end of August 2026
- To resolve to approve payment of Employer's and Employee's contributions to LGPS DC through to end of August 2026
- To resolve to approve the following payments already made

| Date    | To Whom        | For What   | Total | [VAT] | Net |
|---------|----------------|------------|-------|-------|-----|
| 30/4/26 | Service Charge | Unity Bank | 7.00  |       |     |

- To resolve to approve the following payments due

| Date                | To Whom                       | For What                          | Total  | [VAT] | Net |
|---------------------|-------------------------------|-----------------------------------|--------|-------|-----|
| 13/3/26             | Hall Hire - Child Oakford     | Hall Hire                         | 30.00  |       |     |
| 31/5/26             | Service Charge                | Unity Bank                        | 7.00   |       |     |
| 30/6/26             | Service Charge                | Unity Bank                        | 7.00   |       |     |
| 31/7/26             | Service Charge                | Unity Bank                        | 7.00   |       |     |
| 31/8/26             | Service Charge                | Unity Bank                        | 7.00   |       |     |
| 20/5/26<br>-30/8/26 | Beverly Barker (April-August) | Clerk Net Pay £183.81<br>x 5      | 919.05 |       |     |
| 20/5/26<br>-30/8/26 | LGPSDC Pension (April-August) | Employee + Employer<br>£56.66 x 5 | 283.3  |       |     |

**18. Communications:**

- To receive an update on council communications (for reporting purposes only)

**19. Training:**

- To note any training received or forthcoming dates (for reporting purposes only)

**20. Correspondence:**

- To note any correspondence received (for reporting purposes only)

**21. Matters pertinent:**

- Items are at the Chair's discretion. Members should inform the Chair if they wish to raise a point before the meeting.

**22. To note any decision/actions taken by the Parish Clerk**

- As per Openness of Local Government Bodies Regulations 2014, Part 3, Paragraph 6-10

**23. To record any items for the next meeting agenda:**

**24. To record the date of the next meeting: TBC**

***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, Crime & Disorder, Health & Safety, Human Rights, and the conservation of biodiversity.***

Signed: *B Barker*

Date: 5<sup>th</sup> May 2026

Clerk and RFO to the Parish Council email: Clerk@orchardsandmargaretmarsh-pc.gov.uk

**Further information:**

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