

ILTON PARISH COUNCIL

6 June 2024

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 11th June at 6.30pm**. The meeting will include a maximum of 15 minutes of public participation. Matters raised must be within the remit of the Parish Council. The public will not be allowed to speak at any other time during the meeting unless by pre-arrangement with the Clerk and Chairman.

AGENDA

1. **Apologies and reasons for absence**
2. **Declarations of Interest** – members to declare any interests they may have in agenda items in accordance with the adopted Code of Conduct (this does not preclude any later declarations). To consider dispensation requests.
3. **Items to be dealt with after the public, including the press have been excluded** – item 19 as it is a confidential matter, item 20 to protect commercial sensitivity and item 21 as it is a confidential staffing matter
4. **Public Participation**
5. **Somerset Council Councillor Report**
6. **Minutes of the Parish Council Annual Meeting of 14 May 2024** - to consider for approval as a true record of the meeting & consider any matters arising
7. **Minutes of the Finance Committee Meeting of 23 May 2024** - to note the minutes and consider recommendations
 - a) **New model NALC Finance Regulations as amended** – to consider for adoption and note that the Standing Orders will be updated in line with the Fin Regs
8. **Schedule of meetings for 2024/25** – to approve the calendar of meeting dates
9. **Planning Applications** - to note no planning applications received since last meeting
10. **Accounts and Financial Information 23/24**
 - a) To approve the Asset Register 23/24
 - b) To receive and note the Internal Audit report 23/24
 - c) To approve the AGAR Annual Governance Statement 23/24
 - d) To approve the AGAR Accounting Statements 23/24
 - e) To approve the period of notice for the exercise of public rights 17 June to 26 July 24
11. **Accounts and Financial Information 24/25**
 - a) To receive and sign the bank reconciliation to 31/05/2024
 - b) To receive the Summary Receipts & Payment report up to 31/05/2024
 - c) To approve payments requiring authorisation for June 2024
 - d) To consider the one-off allocation of funding up to £500 to address any urgent outstanding maintenance issues within the parish
12. **Copse Lane car park** – to consider the application for full title of the land (currently possessory title)

Annie Dallaway - Clerk to Ilton Parish Council

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13. Risk Management

- a) To consider for approval the draft Business Risk Management doc
- b) To consider arrangements for annual asset review procedure

14. Annual Cycle & policy review

- a) To consider for approval the draft Annual Cycle including policy review cycle
- b) Complaints procedure – review deferred July FC

15. Church yard path - to consider the quotes received for the installation of a new path

16. Recreational facilities

- a) To review and approve the inspection regime for the playpark and MUGA and confirm arrangements for weekly visual checks
- b) To receive an update regarding general maintenance items highlighted in the monthly reports for the playpark and MUGA
- c) To receive an update regarding the request from Ilminster Football Club to use the sports pitch at the recreational field for training purposes

17. Project overview – to consider and approve confirmed list of projects for 24/25

18. Remembrance activities – to consider whether activities and events should be organised by the Parish Council

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council Standing Order 3 d), the public will be excluded from the meeting during the discussion of items 19, 20 and 21 on this agenda as the Parish Council will be discussing confidential matters and matters of commercial sensitivity

19. Code of Conduct complaint – to update Council regarding the outcome of a recent Code of Conduct complaint

20. Grass cutting contract - to review the scope of works within the existing grass cutting contract and consider Clerk/RFO report to address outstanding maintenance issues within the parish

21. Employment matters

- a) To consider the amended draft Clerk/RFO employment contract for approval and signing
- b) To consider whether Clerk/RFO additional hours worked in May to be paid or taken as TOIL

**Dates of next meetings:
Parish Council Meeting 16 July 2024, 6.30pm at Merryfield Hall**