

Sandon and Burston Parish Council

Email: clerk@sandonburston.staffslc.gov.uk

Website: www.sandonandburstonpc.org.uk

31st August 2023

To: Members of Sandon and Burston Parish Council

Dear Councillor

You are summoned to a Meeting of Sandon and Burston Parish Council which will be held on **Tuesday 5th September 2023 at 7.00pm at Sandon Parish Rooms, Lichfield Road, Sandon, Stafford ST18 0DN**

Yours sincerely,

B Nicholls

Beth Nicholls

Parish Clerk and Responsible Financial Officer

Prior to and at the conclusion of the meeting, Members of the Public are invited to ask questions or make statements to the Council

For any Members of the Public who are unable to attend the Meeting, please submit your question or comment to the Parish Clerk by emailing clerk@sandonburston.staffslc.gov.uk prior to the meeting.

Agenda

1. **To Register members in attendance.**
2. **To receive apologies for absence.**
3. **To receive any declarations of interest.**
4. **To Complete Co-option of Vacant Seat.**
5. **Public Participation** – Members of the public are invited to address the council for 15 minutes.
6. **To confirm the minutes of the previous meeting on 4th July 2023.**
7. **To receive a report from the Borough and County Council covering Sandon and Burston Parish.**
8. **To receive an update from Highways.**
9. **Finance.**
 - 9.1 To receive Financial Statement and Bank Account Reconciliation.
 - 9.2 To review financial year and discuss 2024/25 budget.
 - 9.3 To receive an update on online banking and consider banking service provider.
 - 9.4 To consider and review provision of Data Protection Services from Staffordshire County Council
 - 9.5 To consider the approval of payments.
11. **To consider matters related to planning.**

To consider matters related to items raised by Councillors/Clerk.

 - 11.1 To receive an update on groundskeeping.
 - 11.2 To receive an update and consider quotes for purchase of planters.
 - 11.3 To receive an update on commemoration of the Kings Coronation.
12. **To confirm date of the next meeting.**