**PUBLIC NOTICE**

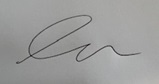
Parish Councillors are hereby summoned to attend:

Sandon and Burston Parish Council Meeting

Meetings are held at:

Sandon Parish Rooms, Lichfield Road, Sandon, Stafford ST18 0DN

On Tuesday 3rd September 2024 at 7.00pm

Issue Date: 26.08.2024 Clerk:  - Nikola Evans

AGENDA

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|  | Chairman to formally open the meeting |
| 1 | To receive any declaration of Interests on agenda items |
| 2 | To receive apologies |
| 3 | To approve the minutes of the last meeting – Annual Parish Council Meeting – 24th July 2024 |
| 4 | To adjourn the meeting to allow public participation. (Members of the public are invited to address the Council on any issue over which it has power for up to 5 minutes each, with the item lasting a maximum of 20 minutes). |
| 5 | To receive the Borough Councillor’s Report |
| 6 | To receive the County Councillor’s Report |
| Meeting closed to the public | |
| 7 | To receive update on matters arising from previous minutes   1. Planters - Sandon 2. Speed indication devices 3. Quotations for a hearing loop 4. gardening maintenance - update on visits and appointment |
| 8 | Finance – RFO   1. Payment approval 2. Budget summary 3. Bank reconciliation |
| 9 | To consider matters relating to planning |
| 10 | To adopt the following policies   1. model councillor officer protocol 2. antibullying-and-harassment-policy 3. Equality and Diversity Policy 4. Homeworking Policy 5. Lone Working Policy 6. Social Media Policy 7. Grievance Policy 8. Complaints Procedures for parish |
| 11 | Councillor Information and items for the next Agenda |
| 12 | To agree date of next meeting – 1st October 2024 @ Sandon Parish Rooms from 7pm   1. 5th November 2024 2. 7th January 2025 3. No meetings in August or December. |
| 13 | Meeting Closed |