**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 minutes1. Planters - Sandon
2. Speed indication devices
3. Quotations for a hearing loop
4. gardening maintenance - update on visits and appointment
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| 8 | Finance – RFO 1. Payment approval
2. Budget summary
3. Bank reconciliation
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| 9 | To consider matters relating to planning |
| 10 | To adopt the following policies1. 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
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| 11 | Councillor Information and items for the next Agenda |
| 12 | To agree date of next meeting – 1st October 2024 @ Sandon Parish Rooms from 7pm1. 5th November 2024
2. 7th January 2025
3. No meetings in August or December.
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| 13 | Meeting Closed |