

NOTICE OF ANNUAL PARISH COUNCIL MEETING (LGA 1972)

To Members of the Parish Council:

Cllr H Wildblood (Chairman), Cllr A Hudson (Vice Chairman), Cllr L Barnett, Cllr A Greaves, Cllr P Hickey, Cllr R Wildblood, Cllr G Wyatt.

This NOTICE IS HEREBY GIVEN that an ANNUAL meeting of Sandon and Burston Parish Council will be held at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN commencing at 7 pm on Tuesday 13th May 2025 and members of the Council are hereby summoned to attend for the purposes of transacting the following business. The meeting will be open to the public unless the Council otherwise directs. (Public Bodies (Admission to Meetings) Act 1960

Issued by – *Cllr Hugo Wildblood - Chairman*

Date: 06 May 2025

A25.05.001 ELECTION OF CHAIR 2025-2026

A25.05.002 ELECTION OF VICE CHAIR 2025-2026

A25.05.003 APOLOGIES AND APPROVAL OF ABSENCES

A25.05.004 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.

A25.05.005 TO RESOLVE THAT THE MINUTES THE ANNUAL MEETINGS HELD ON 7TH MAY 2024 ARE A CORRECT RECORD

A25.05.006 CHAIRMAN REPORT 2024-2025

A25.05.007 COUNCILLORS TO CONFIRM THE 2025-2026 STAFFORD BOROUGH COUNCIL REGISTER OF INTERESTS FORMS HAVE BEEN COMPLETED.

A25.05.008 TO CONSIDER AND APPROVE COUNCIL POLICIES FOR 2025-2026 AND CONFIRM GPC

Financial Regs
Standing orders
General Reserves and table
Social Media Policy
Model Councillor-Officer Protocol
Lone Worker Policy
Homeworking policy
Grievance policy
Equality and Diversity
Dignity at Work
Complaints procedure
Anti harassment and bullying
Staffing Committee Frame of Reference
Scheme of Delegation
Dispensation Form
Risk Assessment
Document Retention and Disposal plus appendix

TO CONFIRM COUNCIL MEETS CRITERIA FOR GENERAL POWER OF COMPETENCE (GPC (LA 2011 s1(1))

* The item, Public Participation, allows 15 minutes of each Parish Council Meeting, for members of the public to make representations or give evidence in connection with items included on the agenda. Each representation must be a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

- The Openness of Local Government Bodies Regulation 2014 – allows the filming and recording of Parish Council meetings

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A25.05.009 TO CONSIDER AND APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025 (AGAR)

TO CONSIDER AND APPROVE CERTIFICATE OF EXEMPTION FOR 2024-2025

TO RECEIVE INTERNAL AUDIT REPORT

TO CONSIDER AND APPROVE ANNUAL GOVERNANCE STATEMENT 2024-2025

TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2024-2025

TO CONSIDER AND APPROVE BANK RECONCILIATION AND EXPLANATION OF VARIANCES.

TO CONSIDER AND APPROVE NOTICE OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS (REG 15(2)

ACCOUNTS AND AUDIT REGULATIONS 2015) (AGAR) – 3rd June – 14th July 2025

A25.05.0010 TO CONSIDER AND APPROVE COUNCILLOR RESPONSIBILITIES FOR 2025-2026

RESPONSIBILITIES	COUNCILLOR
Highways x 2	
Staffing Committee x 3	
Community Engagement	
Notice boards – Sandon and Burston X 2	
Asset Inspection x 2	
Footpaths x 2	
Internal Audit trail	
Newsletter	
Community Engagement	

A25.05.0011 TO CONSIDER AND APPROVE MEETING DATES FOR 2025-2026 BI-MONTHLY PARISH COUNCIL MEETINGS.

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