

# BARTON BENDISH PARISH COUNCIL

An Ordinary Parish Council Meeting will be held on 8th November 2023, starting at 7.30pm in Barton Bendish Village Hall. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

## AGENDA

\* (denotes additional meeting papers)

1. To consider apologies for absence
2. To receive any Declaration of Interests and any requests for dispensation
3. To agree the minutes of the last meeting on 27<sup>th</sup> September 2023\*
4. To consider co-option applications received
5. Clerk Report (update on matters not elsewhere on this agenda)
6. Public forum for residents to comment on agenda items, and update from Borough and County Councillors
7. To note Borough Council Planning Dept are working with the Berney Arms regarding temporary use as office and also with regard to the new offices at The Barns
8. To consider annual donation, £300, to St Andrew's Church for maintenance of the churchyard
9. To receive correspondence from Group 4 Editors, and agree any further action\*
10. To agree reimbursement of volunteer expenses, paint for phone boxes £23.99\*
11. To agree purchase of external hard drive for weekly back-ups of data from the laptop (est cost £50.00)
12. To receive correspondence regarding 'Participation in D-Day 80 Event - Lighting of Beacons' and agree any further action required\*
13. To consider donation request from WNDiS\*
14. Governance:  
To review and adopt draft policies:
  - a. Biodiversity Statement (new)\*
  - b. Health & Safety Policy (new)\*
  - c. Complaints Policy (replacement)\*
  - d. Disciplinary & Grievance Policy (new)\*
  - e. Grants and Donations Policy (new)\*
  - f. To agree to removal of 'Member's Handbook' from the website and replace with Good Councillors Guide
15. Finance
  - a. To note as of 1 April 2023, annual pay award of £1925 (pro-rated for part-time staff) has been accepted by all unions
  - b. To authorise payments and note any monies received \*
  - c. To review and sign cash book reconciliation \*
  - d. To receive update on the opening of a Unity Bank Account and transfer of all funds
  - e. To appoint Internal Auditor for 2023/24\*
  - f. To review financial risk assessment (replacement)\*
  - g. To review internal controls statement (updated)\*

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- h. To receive budget monitoring document for 2023/24\*
- i. To receive and consider draft budget 2024/25\*

## 16. Planning

- a. To consider planning applications: (at the time of issuing this agenda none had been received)
- b. To note planning decisions from the Borough Council: (at the time of issuing this agenda none had been received)

## 17. To receive items for inclusion on the next agenda

## 18. To confirm the date of the next meeting, as Wednesday 10<sup>th</sup> January 2024 7.30pm Barton Bendish Village Hall

*Sharon Sweet* Clerk to Barton Bendish Parish Council 1<sup>st</sup> November 2023