

Sampford Arundel Parish Council

You are hereby summoned to attend the Annual Parish and Annual Parish Council Meetings to be held on Tuesday 13 May 2025 in the Parish Rooms at 7.00 pm. The agendas for meetings are set out below.

A Kendall

Parish Clerk – Alice Kendall

7 May 2025

ANNUAL PARISH AGENDA

1. **Signing of 2023 meeting Minutes** (*attached*)
 2. **Representatives from local Parish Groups to update the Council on their activities**
 3. **Report by the Chair Cllr Janet Lloyd**
 4. **Public Questions**
-

ANNUAL PARISH COUNCIL AGENDA

1. **Election of Chairman for the forthcoming year**
2. **Election of Vice Chairman for the forthcoming year**
3. **Apologies for absence and approve reasons for absence**
4. **Public Forum – matters of report**
5. **Declarations of Interest, pecuniary or otherwise, in any agenda items**
6. **Approve and sign Minutes of the meeting held 11 March 2025** (*attached*)
7. **Chair's Report**
8. **Annual Review of;**
 - a. **Standing Orders & Financial Regulations**
NALC Model Standing Order and Financial Regulations are attached for adoption.
 - b. **Memberships**
To confirm membership to the Somerset Association of Local Councils.
 - c. **Insurance Cover**
The Council's insurance Policy is due for renewal. The cost quoted is £315.38 and the schedule documents are attached for review.

9. 2024-25 Year End Finance

- a. To note and approve the Bank Reconciliation as at 31 March 2023 (*attached*)
- b. To approve and sign the Certificate of Exemption (*attached*)
- c. Internal Audit Report (*to follow*)
- d. Section 1 – Annual Governance Statement (*attached*)
- e. Section 2 – Annual Accounting Statements (*attached*)
- f. Notice for Exercise of Public Rights (*attached*)

10. Finance

a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
SO	A Kendall	Salary March	231.00
SO	A Kendall	Salary April	231.00
DD	ICO	Data Protection Fee	35.00
001803	Zurich*	Insurance Premium	315.38
001804	Starboard Systems	Scribe Subscription	207.36
001805	Geosphere	Mapping System	43.20
001806	SALC**	Annual Subscription	142.78

* Subject to approval in item 8c above.

** Subject to approval in item 8a above.

b. Receipts since the last meeting;

Name	Description	Amount
Lloyds	Interest	4.63
Somerset Council *	Precept	8,993

*anticipated

c. Schedule of Direct Debits & Standing Orders

(the Council should review and note this annually)

Name	Description	Amount	Frequency
ICO	Data Protection Fee	£35.00	Yearly
A Kendall	Salary	£231.00*	Monthly (25th)
HMRC	Salary Deductions	Variable**	Quarterly
**This is the usual amount paid after tax deductions, any differences will be monitored and reported to meetings accordingly.			
*this amount may change depending on tax calculation.			

11. Matters of report

12. Items for Next Agenda

Awareness training for work to signs
Notice Boards.

Next meeting: 7.30pm Tuesday 8 July 2025

Public Forum item notes

a) Matters for report only

b) Questions and Representations from Residents.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the PC Chair) to participate before the meeting by asking questions, raising concerns or making representations, regarding Sampford Arundel Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

c) County Councillor's report

d) District Councillor's report.

County and District Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced