



Fordham Parish Council Meeting

Tuesday 28th May 2023 at 6.45pm

Members of the Council are summoned to participate in the forthcoming Parish Council meeting at **6.45pm on Tuesday 28th May 2024**, to transact the business shown in the agenda at Fordham Village Hall, Church Road, Fordham, CO6 3NE.

Members of public and press are welcome to attend.

E. Nelson-Hayes

Parish Clerk

Dated: 21/05/24

A G E N D A

24-25/1 Election of Chairman

24-25/2 To receive Chairman's Declaration of Acceptance of Office

24-25/3 Appointment of Vice Chairman

24-25/4 Those present and apologies for absence

Motion. To record attendance and accept apologies for absence

24-25/5 To receive any declarations of interests from Councillors

Motion. To record and accept any declarations of interest from Councillors

24-25/6 Public participation session with respect to items on the agenda and other matters that are of mutual interest

The maximum time allowed for the public to participate as per Fordham Parish Councils Standing Orders is 15 minutes with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate.

24-25/7 Minutes of the Parish Council meeting Tuesday 30th April 2024

Motion. The minutes of the full council meeting are accepted as a true record

24-25/8 Received report from County and City Councillors if in attendance

24-25/9 Planning

9.1 To discuss any planning applications received between up to 21st May 2024

Motion. To prepare a response for any applications received up to **21st May 2024** (to be presented at the meeting)

9.2 To note planning decisions received

To note any planning decisions received by 28th May 2024

24-25/10 To respond to the National Grid Statuary Consultation.

Motion. To review and agree a response from Fordham Parish Council to the National Grid Statuary consultation

24-25/11 Parish Council Policy Documents

Motion. To review and agree to adopt the following policies

11.1 Financial Regulations

11.2 Standing Orders

24-25/12 Parish Council Risk assessment

Motion. To note the risk assessment for 2024-25

24-25/13 Compliance and GDPR

Motion. That members of the Council and the Clerk agree to they comply to the GDPR Security Compliance Checklist

24-25/14 Appointment of RFO (Responsible Finance Officer)

Motion. That the Clerk be appointed RFO

24-25/15 Appointment of officers for roles and responsibilities within the Parish Council

Motion. That members be appointed to roles within the Parish Council

24-25/16 Appointment of officers for representation with village organisations

Motion. That members be appointed to represent the PC with village organisations

24-25/17 Finance

17.1 Online Banking process

Motion. To approve the online banking process

17.2 Confirmation of regular direct debits and payments for 2024-25

Motion. To approve a list of regular direct debits and monthly payments which will be made each month

17.3 Banking Arrangements

Motion. That Cllrs G Branagh, H Branagh, D Chapman N Durlacher and M Hamilton-Macy remain signatories for the Parish Council bank account

17.4 Internal Auditor

Motion. To appoint an Internal Auditor for 2024-25

17.5 Memberships

Motion. To confirm memberships to associations for 2024-25

24-25/18 Expenditure

18.1 To receive finance reports for 17th May 2024

Motion. To Receive finance reports and bank statements for 17th May 2024 and approve.

18.2 Invoices for payment received between 1st to 21st May 2024

Motion. To approve payments listed in appendix A total £xxx

18.3 Invoices for payment received between 22nd to 28th May 2024

Motion. To approve payments listed in appendix B (to be presented at the meeting)

24-25/19 Health & Safety and Village Maintenance

19.1 Weekly H&S checks for the Playground

w/c: 22nd and 29th April 2024

w/c 6th and 13th May 2024

Motion. To note reports and agree to action any faults as described in the reports

19.2 Playground inspection

Motion. to agree supplier to perform the annual playground checks

24-25/20 Items for next meeting

The next meeting will take place on 25th June 2024 at 7.30pm in the Village Hall

Motion. To agree any further items for future Parish Council meetings