



Sherborne St. John Parish Council

By Order of Rosie Burton, Clerk/RFO

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16 May 2025

Dear Councillor,

You are hereby summoned to attend the
**ANNUAL PARISH COUNCIL MEETING OF
SHERBORNE ST. JOHN PARISH COUNCIL**
on **WEDNESDAY 21 MAY 2025**
in the at **The Chute Pavilion, Vyne Road, RG24 9HX**
To transact the following business.

The Meeting will commence immediately after the
ANNUAL PARISH MEETING
which commences at **7:15pm**

The public and press are welcome to attend.

AGENDA

- 41/25 Election of the Chair for the municipal year 2025/26**
- 42/25 Election of the Vice-chair for the municipal year 2025/26**
- 43/25 Public Question Time**
- 44/25 Apologies for absence**
- 45/25 Declarations of Interest**
- 46/25 Minutes:** to consider and resolve to approve the Minutes of the Parish Council's Meeting held on **26 March 2025**
- 47/25 General Powers of Competence (under Localism Act 2011)**
i) To note that SSJPC does not meet the eligibility criteria to declare General Powers of Competence
- 48/25 Governance**
- s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date.
 - To resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct
 - To agree dates of all Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2026.

- To resolve to adopt the following Policies and Procedures: -
 - Standing Orders
 - Financial Regulations
 - General Reserves Policy
 - Publication Scheme and FOI Requests
 - Complaints Policy

49/25 Finance Part 1: Annual Governance

- i) To resolve to approve the signatories on the Council's Bank Accounts for orders of payment
- ii) To resolve to appoint a Councillor to at least once in each quarter, and at each financial year end, verify bank reconciliations (for all accounts)
- iii) To resolve to approve continuation of variable DD payments set-up
- iv) To note the Annual Subscriptions
- v) To confirm insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets) and resolve to approve seeking additional cover where there is a shortfall

50/25 Finance Part 2: Internal and External audit

- i) Annual Governance and Accountability Return 2024/25 Form 3
 - a. To resolve to confirm that there are no conflicts of interest with the external auditor, BDO LLP
 - b. To receive and note the Bank Reconciliation ending 31 March 2025
 - c. To receive and note the Internal Auditor's Report
 - d. To consider and resolve to approve Section 1 – Annual Governance Statement
 - e. To consider and resolve to approve Section 2 – Accounting Statements
 - f. To consider and resolve to approve the Explanation of Significant Variances Report
 - g. To resolve to approve the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return

51/25 Finance Part 3: Payments

- i) To resolve to approve the Cash Flow Report and payments
- ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council

52/25 Planning

- i) To consider applications received and resolve on recommendations to be made to BDBC Planning Authority

25/01008/FUL: (Full planning application) The Vyne, Vyne Road, Sherborne St John, Hampshire RG24 9HL

Proposal: Removal of existing freezer air conditioning unit and associated pipework within the stable courtyard, installation of new freezer air conditioning, associated pipework and timber screen and gate.

Observation Date: 22 May 2025

53/25 Repairs to Heritage Phonebox used as a book exchange

To consider and resolve to approve the quote for repairs of £384.00

54/25 Ongoing works at the Chute

- i) Repair/Replace lighting in Chute car park
To consider and resolve to approve the quote to instal LED lighting
- ii) Decoration of Chute changing room ceilings
To consider and resolve to approve the quote to paint the ceiling in the changing rooms.
- iii) Quote for Gas Heater Replacement in the Chute
To consider and resolve to approve the quote for a replacement gas heater
- iv) Quote for CCTV at the Chute
Report from RM
- v) Quote to resurface the Chute Car Park
Report from RM

54/25 Scribe package additions for Allotments and Chute bookings

- i) To consider and resolve to approve costs to implement two additional packages to scribe
- ii) Report from Rosie Burton.

55/25 Savings account

To consider and resolve to select and open a savings account for the investment of general reserves

56/25 Annual Contribution by SSJ Football Team

To consider and resolve to approve the annual contribution for use of the Chute facilities

57/25 Financial contribution to the Villager

To consider and resolve to approve a financial contribution towards the production of the Villager publication

58/25 Play Park Tenders

To CONSIDER & APPROVE tenders received.

59/25 Councillors Reports

60/25 Correspondence, AOB, urgent matters

61/25 Date of next meeting

If agreed, the date of the next **Sherborne St.John Parish Council Meeting** will take place on **Wednesday 23 July 2025** in **The Chute Pavillion, Vyne Road.**