



## Sherborne St. John Parish Council

By Order of Melanie Camilleri, Locum Clerk/RFO

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Dear Councillor,

You are hereby summoned to attend the  
**ANNUAL PARISH COUNCIL MEETING**  
of **Sherborne St. John Parish Council**  
on **Wednesday 25 May 2022 8:00pm**

Immediately after the  
**ANNUAL PARISH ASSEMBLY**  
which starts at **7:15pm**

in the **at The Chute Pavilion, Vyne Road, RG24 9HX**

To transact the following business.

The public and press are welcome to attend.

### AGENDA

- 55/22 Election of the Chair and acceptance of office**
- 56/22 Election of the Vice-chair and acceptance of office**
- 57/22 Apologies for Absence**
- 58/22 Declarations of interest**
- 59/22 Minutes:** to consider approval of the Minutes of the:-
- **Parish Council Meeting** held on **27 April 2022**, and
  - **Annual Parish Meeting** held on **21 April 2021**
- 60/22 Open Forum**
- 61/22 Governance**
- s29(1) of the Localism Act 2011: review and update, if necessary, of the Councillors' Register of Interests
  - Compliance with The Local Government (Transparency Requirements) (England) Regulations 2015 – actions arising.
  - Review and consideration to the Standing Orders
  - Review and consideration to the Financial Regulations

- Consider continuation of the following Subscriptions:
  - HALC/NALC
  - LCPD Bronze Membership
  - Zoom Pro
  - SLCC
  - ALCC
  - ICO
  - National Allotment Society
- Note Electricity supply contract for Chute is with SSE
- Note Gas supply contract for Chute is with Crown Gas & Power (3-year contract expires 2023)
- Note Water supply contract is with Castle Water
- Note start date of Broadband contract with BT
- Note end date of mobile phone contract with O2 (after which will move to BT)
- Continue funding the Community Transport Bus (Local Government and Rating Act 1997, s 26-29)
- Note Annual Play Park Safety Inspection is next due Sept 2022
- Appoint an Internal Auditor for 2022/23 AGAR
- Note the appointed External Auditor is PKF Littlejohn
- To review Councillor assignment of responsibilities, memberships of groups and committees, and representatives to external bodies

**62/22**

**Finance**

- i) Annual Governance and Accountability Return 2021/22 Form 3
  - a) Results of the Annual Internal Audit Report: actions arising
  - b) Completion and signature of Section 1 – Annual Governance Statement: actions arising where the answer to any questions is ‘No’
  - c) Approve Bank Reconciliation
  - d) Approval and signature of Section 2 – Accounting Statements
  - e) Approve Explanation for High Reserves
  - f) Approve Explanation of Variances Report
  - g) Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return
- ii) Community Infrastructure Levy (CIL)
  - a) To consider and approve Parish Council Neighbourhood CIL Report
  - b) To consider and approve use of CIL money in 2022/23
- iii) To consider and approve the Cash Flow Report and payments

**63/22**

**Employment matters**

- i) To review basic no. hours of employment for the Grounds Maintenance contract
- ii) To review basic no. hours of employment for the Litter Picker contract
- iii) To agree the approval process for Employee’s overtime, if it is deemed necessary by the Parish Council
- iv) Continuation with Edmonds Accounting for Payroll

**64/22**

**Chute Recreation Ground**

- i) Reports on:-
  - a) Playground Equipment Project - Vitaplay quotes and installation
  - b) Consideration to quotation from Alliance Heating to carry out repairs and maintenance on the mains water filtration system (which includes 1<sup>st</sup> annual service free of charge provided booked within 1 month of works completed date)
  - c) Installation of WiFi (BT)

**65/22**            **Queen's Platinum Jubilee Celebrations**  
i) Confirmation on details of public event

**66/22**            **Councillors Reports**

**67/22**            **Correspondence, AOB, urgent matters**

**68/22**            **Date of next meeting**

If agreed, the date of the next Meeting for **Sherborne St. John Parish Council** will be held on **Wednesday 29 June 2022** at **7:15pm** in **The Chute Pavilion, Vyne Road, RG24 9HX**