



The Old School House
37 Green End Road
Sawtry
Huntingdon
PE28 5UY

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Office Open 9.00 – 1.00 Mon – Fri
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www.sawtry-pc.gov.uk

TO MEMBERS OF THE COUNCIL:

You are hereby summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** on **Wednesday, May 8th 2024 at 7.30 pm**. Members of the Press and Public are invited to attend.

AGENDA

22.24	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
23.24	To elect the Vice Chairman (role includes Lead Councillor for Finance and Chair of the Staffing Committee)
24.24	Co-Option
25.24	Apologies For Absence
26.24	To Sign and Approve Minutes Dated April 10 th 2024 – previously circulated
27.24	Matters Arising from Previous Minutes (for information only)
28.24	Members' Declaration of Interest for items on the agenda
Public Forum: If residents of Sawtry wish to speak on any item on the agenda (max 3 mins) the meeting will be suspended for a 10-minute open forum. If you wish to speak inform the Clerk or the Chairman at least 24 hours before the meeting.	
29.24	To approve and adopt Standing Orders for Sawtry Parish Council – adopted May 2019, Need to approve standing orders -
30.24	To approve and adopt the Financial Regulations for Sawtry Parish Council – adopted May 2023 Need to approve Financial Regulations -
31.24	To agree Councillors with Lead Responsibility, duties as defined by each relevant committee, and to assist the Clerk in reviewing the associated risk assessment policies: <ul style="list-style-type: none"> • Health and Safety – <ul style="list-style-type: none"> ○ Buildings and Land – Cllr Potter ○ Current Cemeteries – Cllr Tuplin ○ Closed Churchyard – Cllr Tuplin ○ Play Park – Cllr Whittaker ○ Allotments – Cllr White ○ Open Spaces – Cllr White ○ Fire Safety and COSHH – Vacant ○ Bus shelters and Benches – Cllr White • Finance and Accounts – Vice Chairman
32.24	To note annual reviews and date completed: <ul style="list-style-type: none"> • Staff Appraisals – 28th February 2024 • Staff increments – To take effect from 1st April 2024 • Fees, Hire Charges and Rents – to take effect from April 2024 – Recommend no increase (Allotments 5% increase from September 2024) – Need to approve. • Insurance – Due for Renewal 1st October 2024, Greenfield was added In June 2023 • Councillor Register Changes to register of members interests – complete form.

	<p>Policy review – Need to appoint Councillors to review.</p> <ul style="list-style-type: none"> • Equality and Diversity • Health and Safety and Fire policy • Financial Regulations • Grievance procedure • Code of Conduct for Members • CCTV • Safeguarding • Social Media • Armed forces covenant • Risk assessment of all Council Buildings • Publication policy • GDPR – General data protection regulations
33.24	<p>Accounts/Finance:</p> <ol style="list-style-type: none"> 1. To note receipt and consideration of internal auditor report to be completed 30th April 2024 previously circulated. 2. To confirm Internal Auditor for 2023/24 – 30th April 2024 <p>To note net summary of accounts as of 31st March 2024 – circulated. April 2024 to follow.</p> <p>To note bank reconciliation as of 31st March 2024 – circulated. April 2024 to follow.</p> <p>Gas contract for the office due for renewal 11th June – Prices previously circulated - Need to approve.</p>
34.24	<p>External Audit – Annual Return: to follow.</p> <ol style="list-style-type: none"> 1. To agree responses to Section 1 – annual governance statement 2. To agree figures in Section 2 – accounting statement 3. The Chairman and Clerk to sign the annual Governance and Accountability return 2023/24 Form 3 4. To confirm notice of public rights and publication dates 3rd June 2024 till Friday 12th July 2024.
35.24	<p>Committees – to agree:</p> <ol style="list-style-type: none"> 1. Committees for 2024/25: Committees for 2023/24 were: Amenities, Finance and General Purposes, Planning and Highways, Greenfield and Staffing and Community. Accessibility working Party. 2. Terms of reference for committees: The agreed terms of reference for 2023/24 were: <p><u>Planning:</u> <i>The Committee has the authority to report on decisions on planning applications to the District Council without referral to Full Council.</i></p> <p><u>All other items on planning and all other committees:</u> <i>To deal with matters of the committee either referred from Full Council or that arise, and recommending a course of action to Full Council. Each committee must refer recommendations and expenditure to the next Full Council meeting for approval. Any urgent matter to be referred to the Chairman of the committee, the Chairman and Vice-Chairman of the Parish Council and any two of these to deal direct with the matter in conjunction with the Clerk.</i></p>

	<p><i>Non-councillors may be appointed to most committees by co-option. Co-opted members may speak during the meeting but do not have voting rights and are bound by the code of conduct.</i></p> <p><i>A councillor who is not a member of the committee has the same rights to attend a meeting of the committee as a member of the public – ie they may only speak in the public forum part of the meeting. A Councillor with a declarable interest is not permitted to speak during a public participation session.</i></p> <p>3. Members and chairman of each committee (current list previously – new List to agreed)</p> <p>4. Members of the Staffing Sub – Committee (to be chaired by the Vice Chairman) - current list previously circulated.</p>																													
36.24	Dates of meetings – previously circulated																													
37.24	<p>To receive and in so far as required, ratify recommendations contained in the minutes of the following committees:</p> <p>Amenities – 24th April 2024 – minutes previously circulated. Boot scrapers for St Judiths Field and Rowell Way allotments – to be approved. Article in the Eye – Reporting issues and accessibility working party to produce a report – to be approved – Accessibility open morning 13th July 2024 in the Study – to Be approved – Sawtry Miniature Railway – Request from resident to use St Judiths Field, 75% of takings to go to CARESCO, cost will be recommended donations only of £1 – To be approved -</p> <p>Community – 17th April 2024 – minutes previously circulated. Summer Holiday Funding Bus Connections – The New fee for the service that we are currently provide to Sawtry will be £238 from 1st April 2024, an increase of 2% from last year. Van sessions this summer in Sawtry would be charged at £232 per session (1.5 hours) Bus sessions this summer in Sawtry would be charged at £276 per session (1.5 hours) The Parish Council have a youth Budget of £10,000 for 2024/25. – Recommend £8,000 for Bus Connections project and £2000 for HDC school holiday Programme – to be approved -</p> <p>Huntingdon District Council are providing School Holidays Childrens sessions charged at £23.55 per hour, per coach plus VAT for 2 hours per week for a 6-week period dates previously circulated – need to approve -</p> <p>Chairman’s Reception / Meet N Greet 22nd June 2024.</p> <p>Finance and General Purposes – 21st February 2024 – minutes previously Circulated.</p> <p>Planning – 24th April 2024 – minutes previously circulated.</p>																													
38.24	<p>To Approve Payments by BACS:</p> <table border="1" data-bbox="186 1766 1563 1986"> <thead> <tr> <th>To</th> <th>Budget Heading</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Wages/Salaries for 6 people</td> <td>6384.83</td> <td>0.00</td> <td>6384.83</td> </tr> <tr> <td>HMRC Cumbernauld</td> <td>Taxi / NI -</td> <td>1943.25</td> <td>0.00</td> <td>1943.25</td> </tr> <tr> <td>LGSS</td> <td>Pensions -</td> <td>1903.80</td> <td>0.00</td> <td>1903.80</td> </tr> <tr> <td>CDS</td> <td>Cemetery Drainage</td> <td>3591.00</td> <td>718.20</td> <td>4309.20</td> </tr> </tbody> </table>					To	Budget Heading	Net	VAT	Gross	Staff	Wages/Salaries for 6 people	6384.83	0.00	6384.83	HMRC Cumbernauld	Taxi / NI -	1943.25	0.00	1943.25	LGSS	Pensions -	1903.80	0.00	1903.80	CDS	Cemetery Drainage	3591.00	718.20	4309.20
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		Project			
	Garfield Builders Ltd	Greenfield development	120000	24000	144000
	CCC	Zebra Crossing	34670.17	0.00	34670.17
	Scribe	Renewal – Accounts, Cemetery, Bookings	1614.72	0.00	1614.72
	CAPALC - Legal	Membership renewal	1084.05	0.00	1084.05
	Net World Sports	Greenfield, Rope/Trolley	1069.70	213.94	1283.64
	HSSP	Final Plans Bill – Sept23	1500.00	300.00	1800.00
	ICCM	Cemetery Membership	100.00	0.00	100.00
	Stamford Storage	Greenfield Container	3545.00	709.00	4254.00
	Connections Bus Project	Invoice Feb 2024	1398.00	0.00	1398.00
	Connections Bus Project	Invoice Mar 2024	1165.00	0.00	1165.00
	Creative Arts	Elvis Show	245.00	55.00	300.00
	Age CCTV	Greenfield CCTV	3257.00	651.40	3908.40
	HDC	Greenfield Non-Domestic Rates 30th Jun 23 – 31 st March 2024	3537.17	0.00	3537.17
		TOTAL	187008.69	26647.54	213656.23
	Direct Debit Payments				
	British Gas	Gas Bill – School Hall	427.47	21.37	448.84
	British Gas	Electric Bill – School Hall	153.36	7.67	161.03
	British Gas	Electric Bill – 37 Green End Road	48.23	2.54	50.77
	British Gas	Gas Bill – 37 Green End Road	152.67	8.04	160.71
	British Gas	Greenfield	144.28	7.21	151.49
	HDC	Cemetery Rates	75.00	0.00	75.00
	ID Mobile	Mobile Phone Contract	6.00	0.00	6.00
	Integrity Team	WIFI – School Hall	32.80	8.20	41.00
	GCI Network	Office internet	48.80	12.20	61.00
		TOTAL	1088.61	67.23	1155.84
		GRAND TOTAL	188097.30	26714.77	214812.07
39.24	Date of Next Meeting – 5 th June 2024				

Steve Browning,
Clerk/Proper Officer to the Council

Date Published 2nd May 2024