

All members of the Wereham Parish Council are hereby summoned to attend an Ordinary Meeting of  
Wereham Parish Council on  
Monday 13 November 2023 At 6.45 pm  
(Will start sooner after 6.30 pm if no Public)  
to be held in the Community Room,  
Wereham Village Hall, Church Road, Wereham  
Members of the Public and Press Welcome to Attend  
*Agenda published: 8 November 2023  
and Circulated to Borough and County Councillor  
Helen Richardson, Parish Clerk and RFO*

**6.30 pm Public Comments / Questions on Parish Issues (Prior to Meeting)**

This Slot is for public participation prior to the commencement of the meeting, then from that point on the public are **no longer permitted to speak** without permission of the Chair.

\* **Public to Note: All are to observe and follow our standing orders. Please see sections overleaf for your information covering 'Disorderly Conduct at Meetings' and 'Meetings Generally'.**

**6.45 pm – Ordinary Meeting Agenda**

***(Note the meeting will start between 6.30 and 6.45 pm if no public participation)***

1. To Note Openness and Transparency Notice
2. To Consider and Accept apologies for absence
3. To Note Declarations of Interest on Agenda Items and Dispensation Requests
4. To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 18 September 2023 and To Note the Matters Arising Report
5. To Approve Any Action in Relation to Greening our Communities Fund Project; Associated Costs and Acceptance of Donated Items
6. To Consider/Approve Tree Planting Required at the Wereham Pond
7. To Approve Any Action or Costs as a Result of the Bi-Monthly Health and Safety Inspection including Village Caretaker Hours for Nov and Dec 2023
8. To Approve Improvements to the Cemetery Interment Area and Associated Costs
9. To Approve Cemetery Hedging Purchase
10. To Approve Movement of Dog Waste Bin
11. To Discuss Performance of Grounds Maintenance Contractor for Approval (To Continue Year 2 or 3)
12. To Approve One Additional Cut between End of Season and Start should if be required, delegated to Parish Clerk for PC Responsible/Owned Land and Verges
13. To Discuss Projects for NCC Parish Partnership Fund 2024/25
14. To Approve SLCC Annual Membership for the Clerk
15. To Approve Review of the Equality Policy
16. To Approve Review of the Cemetery Policy and Approval of Any Amendment to Fees
17. To Discuss the Draft Budget and Precept 2024/25 for approval on 8 January 2024
18. To Approve Payments to date
19. To Note Councillors Concerns and Agenda Items for next meeting and forward Work Programme
20. To Approve Date of Next Meeting – Monday 8 January 2024 at 6.30pm in the Community Room, Wereham Village Hall
21. EXCLUSION OF PRESS AND PUBLIC The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted as follows:
  - To Consider/Approve Action in Relation to Access to Parish Responsible/Owned Land
  - To Consider Clerk's Annual Appraisal and NALC Sector Pay

**Disorderly conduct at meetings**

- a *No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.*
- b *If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.*
- c *If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.*

**3. Meetings Generally**

- a *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- b *The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15 ) minutes unless directed by the chairman of the meeting.*
- c *Subject to standing order 3(f), a member of the public shall not speak for more than (3 ) minutes.*
- d *In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*
- e *A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.*
- f *A person who speaks at a meeting shall direct his comments to the chairman of the meeting.*
- g *Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.*

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