

**All members of the Wereham Parish Council are hereby summoned to attend the  
Annual Meeting of Wereham Parish Council on  
Tuesday 21 May 2024 At 6.30 pm  
(Following on after the Annual Parish Meeting)  
to be held in the Wereham Village Hall**

Members of the Public and Press Welcome to Attend  
*Agenda published: 7 May 2024  
and Circulated to Borough and County Councillor  
Helen Richardson, Parish Clerk and RFO*

**First 15 minutes 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 not permitted to speak without permission from the Chair.**

**\* Public to Note: All are to observe and follow the Parish Council's approved Standing Orders. Please see sections overleaf for your information covering 'Disorderly Conduct at Meetings' and 'Meetings Generally'.**

**Following Public Slot - Annual Meeting Agenda**

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

1. To Note Openness and Transparency Notice and To Consider and Accept apologies for absence
2. Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
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 11 March 2024 and To Note the Matters Arising Report
5. The Following Items Relate to Annual Meeting Year End Actions:
  - a. To Approve Review of Financial Regulations
  - b. To Approve Review of Standing Orders
  - c. To Approve the Review of Data Protection Policy, Audit and Model Publication Scheme
  - d. To Approve Review of the Financial Risk Management Scheme 2024/25
  - e. To Approve Review of the Assets Register as at 31.03.24
  - f. To Approve Annual Insurance Renewal 2024/25
  - g. To Approve Annual Accountability Return and Governance Statement 2023/24 - Annual Statement of Accounts 2023/24 Section 1
  - h. To Approve Rest of Annual Accountability Return and Governance Statement 2023/24 - Section 2
6. To Approve Any Action in relation to the Bi-Monthly Health and Safety and Play Area Inspection
7. To Approve Any Cost or Action in Relation to the Biodiversity Project on the Playing Field
8. To Approve Grant Funding Bid to BCKLWN CIL for Restoration of Spring Monument, Wereham Pond
9. To Approve Purchase of Litter Bin(s), Emptying costs, Installation and Location
10. To Approve Any Action in relation to the Annual Play Area Inspection
11. To Consider New Approval of Request to Use the Playing Field
12. To Approve Location of the Portrait of the King on Behalf of Wereham Village
13. To Consider of D Day Event on 6 June 2023 and Event Funding Policy Statement
14. To Approve Decisions Made on Email
  - a. Reimbursement of Payments Made to Purchase Items agreed for the Biodiversity Project.
  - b. Payment of Contractor in Regard to Agreed Biodiversity Project and Dog Waste Bin
  - c. Final Response to the Planning Inspectorate as agreed at the March Meeting Holme Oak
15. To Approve Payments to date
16. To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme
17. To Approve Date of Next Meeting – Monday 9 July 2024 at 6.30pm in the Community Room, Wereham Village Hall

**\* Standing Orders (Extract) Available on Website > Policies**

***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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