

**All members of the Wereham Parish Council are hereby summoned to attend the
Ordinary Meeting of Wereham Parish Council on
Tuesday 17th September 2024 At 6.45 pm
to be held in the Wereham Village Hall, Community Room, Church Road, Wereham,
PE33 9AP**

Members of the Public and Press Welcome to Attend
Agenda Published: 11th September 2024
Circulated to Borough and County Councillor
Helen Richardson, Parish Clerk and RFO

Public Participation (First 15 minutes)

This slot is for public comments and questions on parish issues before the meeting starts. After this period, public participation is only allowed with the Chair's permission.

Note: All attendees must observe the Parish Council's approved Standing Orders, including sections on 'Disorderly Conduct at Meetings' and 'Meetings Generally'. More info overpage.

Ordinary Meeting Agenda

(Note: The meeting will start between 6:45 and 7:00 pm if no public is present)

1. Openness and Transparency Notice & Apologies for Absence
To consider and accept apologies for absence.
2. Declarations of Interest
To note declarations of interest on agenda items and dispensation requests.
3. Minutes of the Previous Meeting
To confirm as a correct record the minutes of the Ordinary Meeting on 16th July 2024 and note the Matters Arising Report.
4. Tree Management Quote
To approve the quote for tree management (Laburnham on the Pond & 2x dead Elm trees on the playing field).
5. Wereham Pond Shrubbery Contract Work 2025
To consider and approve the frequency of contract work.
6. Purchase of Litter Bins
To approve the purchase of litter bin(s).
7. Location for Parish's Portrait of the King
To discuss and approve the location.
8. BCKLWN Case Study: Wereham Biodiversity Garden
To approve entry into the case study.
9. Remembrance Sunday Wreath
To approve the purchase.
10. Payments to Date
To approve payments to date.

11. Revised Policies

To approve the following revised policies:

- a) NALC Model Financial Regulations
- b) NALC Template Whistleblowing Policy
- c) Co-Option Policy
- d) Revised HR Policy Templates from NALC: Dignity at Work Policy (New), Disciplinary Policy, Grievance Policy, Sickness Absence Policy & Training and Development Policy

12. Councillors' Concerns and Agenda Items for Next Meeting

To receive concerns and agenda items for the next meeting and forward work programme.

13. Register of Decisions

To approve the register of decisions made between meetings, refund of payments for the Biodiversity Garden; Extension of GM Contract to include Pond Bushes 2024; Purchase of Bat Box for Biodiversity Garden; Payment to Grounds Maintenance Company.

14. Date of Next Meeting

To approve the date of the next meeting – Monday, 11th November 2024 at 6:30 pm 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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