

**All members of the Wereham Parish Council are hereby summoned to attend the
Ordinary Meeting of Wereham Parish Council on
Monday 10 March 2025 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: 3 March 2025
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 13th January 2025 and note the Matters Arising Report.
4. Vice Chair of the Wereham Parish Council and Co-option of the Parish Council's Vacancy
To approve the appointment of a Vice Chair to the Parish Council and Discuss the Vacancy.
5. Memorial Tree Cllr Jacki Hitching
To approve purchase of a memorial tree and its location in memory of the late Cllr Jacki Hitching.
6. BCKLWN Pollinator Action.
To approve any actions in relation to this plan to improve biodiversity.
7. Wereham Playing Field Rear Boundary
To approve any action in relation to the rear boundary of the playing field.
8. Conduit Boundary Line Gate
To approve any action or costs in relation to the boundary line gate within the conduit railings.
9. Action Sheet 2025/26
To approve approval of the 2025/26 action sheet.
10. Payroll Services 2025/26
To approve the continuation of Payroll Contractor and Arrangements for 2025/26.
11. Review of Policies: Grant Awarding Policy and Communications Protocol
To approve review of the Grant Awarding Policy and Communications Policy
12. Payments to Date and Internal Auditor 2024/25 Accounts
To approve payments to date and the Appoint Internal Auditor for the 2024/25 AGAR.
13. Councillors' Concerns and Agenda Items for Next Meeting
To receive concerns and agenda items for the next meeting and forward work programme.
14. Date of Next Meeting - Annual Parish Meeting and Annual Meeting of the Wereham Parish Council
Monday, 12 May 2025 at 6.30 pm in the Community Room, Wereham Village Hall.
15. 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

* 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.

h