

**All members of the Wereham Parish Council are hereby summoned to attend the
Annual Meeting of Wereham Parish Council on
Monday 12 May 2025 At 6.30 pm
(Following on after the Annual Parish Meeting)
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: 1 May 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 6:30 and 6.45 pm if no public is present)

1. Openness and Transparency Notice & Apologies for Absence
To consider and accept apologies for absence.
1. Election of Chairperson and Vice Chairperson
To Elect a Chairperson and Vice Chairperson to sign the Declaration of Acceptance of Office for Chairperson and Vice Chair Person
2. Co-option Parish Council Vacancies
To vote to elect one applicant to fill the vacancy for Co-option on Wereham Parish Council until May 2027 and to sign the Declaration of Acceptance of Office for position Councillor.
3. Declarations of Interest
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 10 March 2025 and Extraordinary Meeting 23 April 2025 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 Confirm the Review Annual Declaration of Interests
 - e. To Approve Review of the Financial Risk Management Scheme 2025/26
 - f. To Approve Review of the Assets Register as at 31.03.25
 - g. To Approve Annual Insurance Renewal 2025/26
 - h. To Consider Representation on Pangle Charity
 - i. To Approve Annual Accountability Return and Governance Statement 2023/24 - Annual Statement of Accounts 2025/6 Section 1
 - j. To Approve Rest of Annual Accountability Return and Governance Statement 2025/6 - Section 2
6. Wereham Playing Field Rear Boundary
To approve any action in relation to the rear boundary of the playing field.
7. Application to Use Wereham Playing Field
To consider approval of the application received to use the Playing field.

8. Dog Bins
To consider approval of ongoing costs received from the Borough Council, frequency and Number.
9. Bi-Monthly Health and Safety Inspection
To note and approve any actions identified in the inspection.
10. Register of Decisions
To approve the register of decision a) Extension of Budget of £1.7 k to cover cost of footpath resurfacing.
11. Payments to Date and Review of Standing Orders and Direct Debits
To approve payments to date and arrangements for Standing Orders and Direct Debits
12. Councillors' Concerns and Agenda Items for Next Meeting
To receive concerns and agenda items for the next meeting and forward work programme.
13. Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Monday, 14 July 2025 at 6.45 pm in the Community Room, Wereham Village Hall.
14. 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

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.