

## **SANDFORD PARISH COUNCIL**

**Locum Clerk: Rachel Avery**

**C/O address: Cllr R Ward (Chairman), 5 Linhay Park, Sandford, Crediton, EX17 4LL**

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**C/O Email: [cllrward@sandfordparishcouncil.gov.uk](mailto:cllrward@sandfordparishcouncil.gov.uk)**

20 June 2025

Dear Councillor

Notice is hereby given that a meeting of Sandford Parish Council, at which your attendance is summoned will be held at the Sports Pavilion, Mill Lane, Sandford on Thursday 26 June 2025 at 19.30, to transact the business specified in the following agenda as set out.

Members of the public and press are welcome to all council meetings.



Rachel Avery BA, FdA, FSLCC

### **AGENDA**

**1. Apologies and Acceptance for Absence**

To receive, note, and where requested approve the reasons for apologies for absence

**2. Declarations of Interest**

In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Mid Devon District Council within 28 days of the change

**3. Minutes**

To approve and sign the minutes of the meetings held on Thursday 01 May 2025 and Thursday 05 June 2025

**4. Open Forum**

To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period designated for public participation shall not exceed 15 minutes, with individuals not speaking for more than 3 minutes

**5. Annual Governance and Accountability Return 2024/25**

**5.1 To receive and note the Annual Internal Audit Report**

**5.2 To approve the Annual Governance Statement (section 1 of the Annual Return)**

**5.3 To approve the accounting statements (section 2 of the Annual Return)**

**5.4 To approve the annual financial statement for year ended 31st March 2025**

**5.5 To approve the year end bank reconciliation for 2024/25**

**5.6 To approve the dates of 01 July 2025 – 08 August 2025 for the Period for the Exercise of Public Rights**

**6. Date and time of the next meeting**

To note the date of the next meeting as Thursday 03 July 2025 at 19.30 and to agree a venue

**7. Part II**

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

**8. Staffing**

To note the letter received regarding a staffing matter and to agree a course of action