

SEVENHAMPTON PARISH COUNCIL

**Councillors are hereby summoned to attend the ordinary meeting of the Council
on the 20 July 2026 at 7.30 pm to be held at Brockhampton Village Hall**

Members of the public and press are welcome to attend. In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press may attend the meeting. **Recording of Meetings:** The Council supports the principle of openness and transparency. Members of the public and press are permitted to film, record, photograph or use social media to report on meetings of the Council, subject to this not disrupting the proceedings. **Papers for the meeting** can be viewed here by clicking on the link [➡ Papers & folders](#)

Miss Kay Linnington, Locum Parish Clerk/RFO

15 July 2026



Agenda

- 1. Election of Chair** – To elect a Chair to serve until the next Annual Meeting of the Council. This will provide continuity and avoid administrative issues, including banking mandates and official documentation requiring a named Chair.
- 2. Apologies for absence** - To receive and consider apologies. **Section 85 of the Local Government Act 1972** - A councillor who fails to attend any meeting of the Council for a period of six consecutive months may cease to be a member of the authority unless the absence is approved by the Council before the expiry of that period.
- 3. Declarations of interest** - To receive any declarations of interest on items on the agenda.
- 4. Minutes** - To approve the minutes of the meeting held 18 May 2026.
- 5. Public participation** - To invite public participation (5 minutes or at Chair's discretion).
- 6. Reports** - To receive reports from County and District Councillors.
- 7. Governance Review**
 - a) Review of Governance Documents and Policies – Folder 1:** To review and adopt the Council's key governance documents, policies and annual arrangements, including:
 1. Standing Orders
 2. Financial Regulations
 3. Complaints Procedure
 4. Freedom of Information Policy
 5. Data Protection Policy
 6. Risk Assessment
 7. Code of Conduct
 8. Publication Scheme
 9. Retention and Disposal Policy
 10. Social Media Policy
 11. Scheme of Delegation
 12. Asset register
 13. PC Subscriptions

8. Finance

Payments: Folder 2

- a) To review the bank reconciliation and cashbook for May - July 2026
- b) To approve the table of payments
- c) To ratify expenditure on the clerks delegated authority to make payments between meetings
 - I. M J Lewis – Grass Cutting £95.00
 - II. Kay's Admin Office – Locum Services (June) £625.00
 - III. Raymex - Repair to Phone Box £85.00

9. Planning - To consider and comment on planning applications.

10. Clerk/RFO Recruitment – To approve the vacancy advertisement, recruitment timetable and selection process for the recruitment of a permanent Clerk/RFO, and to consider extending the Locum Clerk/RFO contract which is due to end in September until the newly appointed Clerk/RFO is in post, including a one-week handover period to ensure a smooth transition.

11. Gov.uk Email Addresses – To approve payment of the outstanding Parish Online invoice of £192.00 and the implementation of .gov.uk email addresses for councillors, supporting compliance with AGAR Assertion 10 by ensuring appropriate arrangements are in place to manage cyber security risks.

12. Clerk Laptop – To approve delegated authority for the Locum Clerk, in consultation with the Chair, to purchase a new business laptop for the Clerk/RFO with a budget of up to £600.

13. Matters Arising for Future Agenda Items – To receive suggestions from councillors for items to be considered at a future meeting. Matters raised will not be discussed at this meeting.

14. Date of the Next Meeting - The date of the next meeting is 21 September 2026 at 7.30 pm.

15. Close of meeting