

MELDON PARISH COUNCIL

Clerk: Miss Dee Smith

Email: meldonparishcouncil@gmail.com

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the meeting of the Parish Council to be held in the Dyke Neuk, Meldon at 7.30pm on Wednesday 11th March 2026 for the purpose of transacting the following business. Members of the public and press are invited to attend.

AGENDA

1. Chairman's Announcements

2. Apologies for Absence

3. Declarations of Interest

Members are requested to advise Council of any Declarations of Interest appertaining to the following agenda items.

4. Public Participation Time

In accordance with Section 3(e) of the Meldon Parish Council Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council reserves the right to respond or debate the issue at a later date.

There are no public questions on this occasion.

5. Co-option – Three Vacancies in the Office of Councillor

Members are advised that there are currently three vacancies on the Parish Council.

Members are asked to consider co-option for these vacancies.

6. County Councillor Update

7. Minutes of the Meetings of Council held on 8th January 2026 & 17th February 2026

To approve the above minutes of the above meetings (see appendices A & B).

8. Matters arising from previous Council meetings

There are no matters arising on this occasion.

9. Town and Country Planning Act 1990

There are no planning applications to consider on this occasion.

10. Financial Matters

Members are asked to approve the enclosed payments/receipts list and budgetary control report up to 28th February 2026 (See appendices C and D).

11. Highways

- (i) Mitford Road Closure
- (ii) To discuss any other highway issues.

12. Draft Policies – Assertion 10

- (i) Members are asked to consider the attached draft IT & Cybersecurity Policy for approval (see appendix E).
- (ii) Members are asked to consider the attached draft Data Protection & Retention Policy for approval (see appendix F).
- (ii) An update on email addresses and the new website will be given at the meeting.

13. Policies – Year End Procedures 2025/26

Members are asked to approve the following policies:

- Internal Audit Policy (see appendix G);
- Review of Effectiveness of Internal Audit (see appendix H);
- Financial Risk Assessment (see appendix I).

14. Any Other Urgent Business

To consider any other urgent business which is for information only.

15. Date and Time of Next Meeting

To be considered on the night.

Yours sincerely

Miss Dee Smith

5th March 2026