

MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: clerk@marketlavingtonparishcouncil.gov.uk
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25th September 2026

To Councillors:

Fred Davis; Di Fraser; Peter Joly; Ian Macqueen; Suzanne Morrison; Duncan Poole; Lesley Quigley; Chloe Stevens; Laura Turner-Scott.

You are hereby **invited** to attend a **Meeting** of the **Governance & Management Advisory Group** of Market Lavington Parish Council to be held in the **Furminger Room, at the Community Hall, St Mary's Road, Market Lavington on Thursday 1st October 2026 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO



For councillors unable to attend the meeting in person, and for members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online via a computer or mobile device. The hyperlink and details are listed below.

Governance & Management Advisory Group Meeting (GAMAG)

1st October 2026

19:15 - 21:00 (GMT)

Meeting link: [GAMAG Meeting](#) | [Meeting-Join](#) | [Microsoft Teams](#)

We kindly ask that you please join the meeting 5 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07770 679697 if you have problems accessing the meeting].

[Click here to learn how to join a meeting via a computer or mobile device.](#)

AGENDA

Meeting of the Governance & Management Advisory Group

7.15pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk will also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

It is reminded that Market Lavington Parish Council has signed up to the NALC Civility & Respect Pledge under which the Council has agreed to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

Item for Discussion	
G&M-047-011026	Election of Chair
To elect a Chair of the Governance & Management Advisory Group (GAMAG) for the meeting. This Advisory Group was agreed to be chaired on a rotation basis for the 2026-27 Council year.	
G&M-048-011026	Attendance and Apologies for Absence
To confirm attendance and receive any apologies for absence.	

G&M-049-011026	Declarations of Interest
To receive declarations of interest or potential conflicts of interest in respect of matters contained in this agenda.	
G&M-050-011026	Adjournment for Public Participation (maximum of 5 minutes)
Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.	
G&M-051-011026	Notes from the Last Meeting
Meeting of the GAMAG held on the 30 th June 2026 - To review and acknowledge as a correct record of the meeting.	
G&M-052-011026	Community Emergency Plan and Procedures
To undertake a review of the existing Community Emergency Plan to include the following:	
➤ Changes for out-of-date contacts and details. ➤ Changing contacts for roles where possible and ensuring adherence to GDPR. ➤ Provision for “cold spaces” during periods of extreme heat, e.g. St Mary’s Church. ➤ Consideration of accessibility issues. ➤ Arrangements for maintaining emergency equipment (e.g. generators). ➤ Designation and formal status of the Council's emergency hub arrangements [also considering of other locations e.g. the Community Hall].	
G&M-053-011026	Training
a) To receive the Clerk's update on Councillor and staff training undertaken or booked since the last meeting. b) To review the training matrix and the shared folder of course materials. c) To invite questions and shared learning from those who attended training. d) To note upcoming courses and agree any further training needed for Council roles.	
G&M-054-011026	Policies and Governance Documents
a) Progress Update To receive a verbal update from the Clerk on work undertaken and progress made in relation to strategic documents and policies since the previous GAMAG meeting.	
b) Review Priorities To consider any requests to amend the current review programme and determine whether any strategic documents or policies should be reprioritised.	
c) Policy Review To review the strategic documents and policies identified as the highest priority for consideration, taking into account any comments or feedback submitted by councillors prior to the meeting. To discuss and agree any proposed amendments and make recommendations to Full Council, in preparation for formal consideration and approval at the October Full Council meeting.	
d) New Policies To consider any draft template documents suggested at the last meeting, and make plans for their progression as new policies for adoption to include: i. New Councillor Induction Process ii. Model Councillor/Officer Protocol iii. Community Engagement Policy iv. Any other policies/procedures raised.	
G&M-055-011026	Other Governance & Management Matters
Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to the Council's attention – for information only.	
G&M-056-011026	Items for Next Agenda
Opportunity for Councillors to identify any matters to be included on the agenda for the next meeting.	
G&M-057-011026	Adjournment for Public Participation (maximum of 5 minutes)
Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.	
G&M-058-011026	Date and Time of Next Meeting
To next meeting of the GAMAG is scheduled to be held on Tuesday 1 st December 2026 at 7.15pm at the Old School. The next meeting of the Full Council is scheduled to be held on Tuesday 20 th October 2026 at 7.15pm at the Old School.	