

NOTICE OF PARISH COUNCIL MEETING

Dear Sir/Madam,

I hereby give notice that on Monday 19th May 2014, at 7.00 p.m. the meeting of Annual Meeting of Bourton Parish Council will take place in the Village Hall.

It will be followed at approximately 7:30pm by the regular monthly meeting of the Council.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business set out hereunder.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status or disability), Crime & Disorder, Health & Safety and Human Rights.

Signed by Iain McVIE, Clerk

Date: 2nd May 2014

AGENDA - ANNUAL MEETING – MONDAY 19TH MAY 2014

1. Apologies
2. Election of Chairman and Declaration of Acceptance of Office
3. Election of Vice Chairman and other Officers and Representatives
 - 3.1 Planning Committee
 - 3.2 Footpaths Liaison Officer
 - 3.3 DAPTC North Area Committee
 - 3.4 Village Hall Management Committee
 - 3.5 Bourton & Silton Charity
4. Financial Matters
 - 4.1 Review of the Clerk's Salary including PAYE obligations.
 - 4.2 Review of Direct Debits
 - 4.3 Payment of Internal Auditor
 - 4.4 Review of Signatories
 - 4.5 Effectiveness of Internal Audit
5. Review of Documents
 - 5.1 Standing Orders and Financial Regulations
 - 5.2 The Publication Scheme
 - 5.3 The Asset Register
 - 5.4 Documents in safe-keeping
 - 5.4.1 The Village Hall Trust Deed – LloydsTSB Bank, Gillingham
 - 5.4.2 Deeds to Cemetery Paddock – Farnfield & Nicholls, Gillingham
6. Risk Assessment
 - 6.1 Review of Financial Arrangements
 - 6.2 Review of Insurance Policy
 - 6.3 Playground Inspections

AGENDA – REGULAR MEETING – MONDAY 19TH MAY 2013

1. Apologies
2. Open Forum
3. Declarations of Interest
4. Minutes of the Previous Meeting
5. Actions Arising from the Minutes
6. Report by the District and/or County Councillors
7. Planning
 - 7.1 Applications Received
Planning App2/2014/0398 Forge Cottage, High Street, - To Planning Sub Committee 1/5/14
 - 7.2 Permissions Granted/Applications Withdrawn
 - 7.3 Bourton Mill
 - 7.4
8. Finance
 - 8.1 Accounts to be paid
 - 8.2 Accounts received
 - 8.3 Grants and Donations
9. New Village Hall
10. Neighbourhood Planning
11. Training
12. Highways
13. Transport
14. Community Safety
15. Correspondence
16. Any other business (AOB)
17. Date of the Next Meeting – Monday 24th June at 7pm.