

## NOTICE OF PARISH COUNCIL MEETING

Dear Sir/Madam,

I hereby give notice that on Monday 20<sup>th</sup> May 2012, 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 Heather Ransley, Clerk

Date: 14th May 2012

### AGENDA - ANNUAL MEETING – MON 20<sup>TH</sup> MAY 2012

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 – MON 20<sup>TH</sup> MAY 2012

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
 

2/2013/0427	Cotemead, Silton Lane	Install 1 window & assoc. internal & external alterations
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  - 7.2 Permissions Granted/Applications Withdrawn
 

2/2013/0193	15 New Close	Erect two storey rear extension	WITHDRAWN
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  - 7.3 Bourton Mill
8. Finance
  - 8.1 Accounts to be Paid
 

HR	Northcliffe Media BVM Ad for Parish Meeting	£18.38
DCC	Business Rates for Cemetery	£
  - 8.2 Accounts Received
 

NDDC	Precept	£14136.17
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9. New Village Hall
10. Neighbourhood Planning – MW
11. Website
12. Gates at Entrance to Village
13. Vacancy for Parish Clerk
14. Correspondence

Date	From	Subject
25/04/13	Russell Play	Advert for play equipment
26/04/13	DAPTC	Responding to Planning Issues half day training on 27th June in Gillingham
01/05/13	DCC	Dorset Countryside News
01/05/13	NDDC	Fire Safety Awareness Training on 5th June
02/05/13	Gillingham Silver Band	Spring Newsletter 2013
03/05/13	DAPTC	Dorchester Town Clerk - Dennis Holmes retirement
03/05/13	DAPTC	Community Safety - your councils experience of Police engagement
03/05/13	DAPTC	Northern Area Meeting Agenda for 13th May
07/05/13	Keith Hallett	Possible use by birds of asbestos from Bourton Mill for nesting material
07/05/13	NDDC	Response to Keith Halletts email regarding asbestos
08/05/13	DCC	Joint Health and Wellbeing Strategy for Dorset - Update
09/05/13	NDDC	Woodland Trust - May newsletter – including application for free trees

15. A.O.B. For information only
16. Date of Next Meeting – Monday 24<sup>th</sup> June at 7pm.