**DUNTISBOURNES PARISH COUNCIL**

**Agenda: ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7.00PM ON 30th May 2024**

**IN THE VILLAGE HALL**

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|  | **Welcome and introductions – by the present Chairman** |
|  | Statement from the Chair. |
|  | Election of Chairman – signing of acceptance of office papers |
|  | Election of Vice-Chairman – signing of acceptance of office papers |
|  | Attendance to be recorded as (anticipated Jane Edwards, Valerie Dyson, Mick Lowe, Andy Beckett, Samantha Scott-White, Julian Weston, District Councillor Julia Judd, & County Councillor Joe Harris |
|  | Apologies for absence received to be accepted/ recorded: |
|  | Declaration of Interest for matters on the agenda to be invited- |
|  | Minutes of the previous Parish Council Meeting held on 27th March 2024 to be approved. |
|  | 1.Council to consider if changes are required to standing orders.  2. Financial regulations. New Guidance for April 2024. Papers previously circulated.  3. Complaints procedures.  4. **Freedom of Information and Data protection**. |
|  | **Council to consider if any changes are required to the asset register.** |
|  | **Council to review if any representation on outside organisations is required.** |
|  | **Council to consider if any changes are required to insurance policy for the coming year.** |
|  | **Council to consider if any changes are required to banking mandate.** |
|  | **Council to appoint Responsible Finance Officer from Councillors.** |
|  | **Council to discuss the appointment of an independent internal auditor: for 24/25. New guidance from GAPTC.** |
|  | **Council to discuss if it wishes to renew its current subscription/contracts. Also to give delegated authority to RFO to pay these, as and when they are received provided, they are within the budget already approved by Council. eg GAPTC; Open Spaces Society; Zurich Insurance.** |
|  | **Council to approve the financial reports and payment list as attached.**  **GAPTC Annual Payment £86.37. Zurich Insurance £140.00**  **Stationery Ink Cartridge £19.29** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms.** |
|  | **Highways. Potholes in Leer. Long Ford update. Report from Highways and District Councillor Joe Harris.**  **Receive update on traffic calming – Ealy Hill D’Abbots.**  **Maintenance. Discuss Grass cutting Masons Green Duntisbourne Leer following residents’ requests and removal of agricultural machinery at this location.** |
|  | **Defibrillator, Receive status report on testing for April and May.** |
|  | **Council to discuss its meeting schedule to remain as 4th Tuesday of May; June/July; September, November, January, March commencing at 7.00pm** |
|  | **Council to consider any outstanding planning applications and updated decisions. Newbold Farm DA Permitted.** |
|  | Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting) |
|  | **Report received from County Councillor Joe Harris (may be carried forward to the Parish assembly that immediately follows this meeting)** |
|  | **Report received from District Councillor Julia Judd (may be carried forward to the Parish Assembly that immediately follows this meeting)** |
|  | **Meeting to be closed at 8pm and immediately followed by the Parish Assembly.** |

Duntisbourne Parish Council

Agenda: Annual Parish Assembly

May 30th 2024

At 8pm in The Duntisbournes Village Hall

The Annual Parish Assembly, organised by the Parish Council, is an opportunity for any resident to come along and hear what the Parish Council and other organisations in the village have achieved in the last year, and to make suggestions on what you would like to see as priorities for the next year.  It is an informal meeting and a real opportunity for your voice and views to be heard.

**Welcome from the Chair of the council Attendance to be recorded.**

1. **Apologies for absence to be recorded**,
2. **Minutes of previous Parish Meeting held on 24th May 2023 to be approved**.
3. **Report to be received from the Chairman of the Parish Council** **on its activities for the year 2023 to 2024.**
4. **Report to be invited from County Councillor** **Harris**
5. **Report to be invited from District Councillor Judd**
6. **Representatives from other organisations present to be invited to report.**
7. **Open discussion on other priorities for the Parish in the forthcoming year.**

Meeting to be closed.