

North Wootton Parish Council



Clerk to the Parish

Hazel Brinton (BA Hons)

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Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution enters confidential session, when the public are lawfully excluded. Such entitlement to attend does not include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and providing that prior notice has been given to the Parish Clerk by 12 noon on the Friday preceding the meeting.

Thursday 18th May 2017

To: The Chairman Mr Alistair Bovey and all members of North Wootton Parish Council

You are summoned to attend the **Annual Parish Council Meeting** of **North Wootton Parish Council** to be held at **The Village Hall, North Wootton** on **Tuesday the 23rd May 2017**, commencing at **7.30 pm** when the following business will be transacted.

Yours sincerely,

Hazel Brinton
Parish Clerk

AGENDA

1. To elect a Chairman
2. To receive a Statutory Declaration of Office from the Chairman
3. To elect a Vice Chairman
4. To receive any apologies for non attendance
5. To receive any declarations of interest in items on this agenda
6. To adopt the council's Financial Regulations
7. To adopt the council's Standing Orders
8. To receive the Council's financial statement for the year ending 31st March 2017
 - i) To appoint Mr Bill Bartlett as Responsible Financial Officer for the purposes of the annual accounts return for year ending 31st March 2017
 - ii) To approve the Annual Governance Statement for the year ending 31st March 2017
 - iii) To approve the Annual Accounts for the year ending 31st March 2017
 - iv) To review the effectiveness of the internal audit
9. To confirm that summons, notices and other such documentation may be sent to parish councillors by email
10. To agree that Tony Bradfield remain as the Council's Internal Auditor for the next financial year
11. To receive and approve the minutes of the parish council meeting held on Tuesday 14th March 2017.
12. Finance
 - (1) To approve the following items of expenditure

(1) Hazel Brinton	Expenses	£36.68
(2) Hazel Brinton	Salary for March and April	
13. To receive an update on Festival 2017 organisation from Mr Dick Hamilton Village Liaison
14.
 - i) To note the decision of the parish council in respect of planning application 2017/0493/HSE, 2 Church View – no observations to offer
 - ii) To allow the agent for Mr Croker (applicant) for the approved application 2016/1792/REM to present some proposed alterations to the layout of the house for consideration by the Parish Council before the revised application is made to Mendip
15. To receive any parish reports for information only
 - i) Highways
 - ii) Footpaths
 - iii) Moor and Levels
16. To receive and consider any correspondence

17. Other business referred to the Clerk

- (1) To note the posting of the Notice of Audit 2017 to be published 31st May 2017 and to cover inspection period 5th June to 14th July 2017

18. To confirm the dates for next year's council meetings

19. Date of next Meeting – TBC

In order to enable the meeting to progress, please read the enclosed documents and request any additional information from the clerk in good time prior to the day of the meeting.