

# Stinsford Parish Council

Parish Clerk: Miss Kirsty Riglar  
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Date: 9 May 2022

Dear Councillor

## ANNUAL MEETING OF STINSFORD PARISH COUNCIL

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on **Monday 16 May 2022 in The Old Library, Kingston Maurward College, on the rising of the Annual Parish Meeting for Electors**, to transact the business as listed on the agenda below.

Please note that members of the Press and Public are welcome to attend all meetings of the Parish Council.

## AGENDA

1. **Election of Chairman** – To elect a chairman for the year 2022/23.
2. **Appointment of Vice-Chairman** – To appoint a vice-chairman for the year 2022/23.
3. **Apologies** – To receive any apologies for absence.
4. **Declarations of Interest** – To receive any declarations by members of the Council of disclosable pecuniary interests in respect of the following items.
5. **Minutes** – To confirm the minutes of the meetings held on 14 March 2022 and discuss any matters arising.
6. **Governance Documents**
  - (a) To consider adopting the Local Government Association Model Councillor Code of Conduct (attached) as recommended by Dorset Council's Monitoring Officer and the Dorset Association of Parish and Town Councils.
  - (b) To review and confirm the current Standing Orders and Financial Regulations (attached).
7. **Accounts** - To approve the final accounts for the financial year 2021/22.

## **8. Preparation for Audit**

- (a) To review the Council's risk assessment document (attached).
- (b) To approve the Council's Asset Register (attached).
- (c) To note the Internal Controls (attached).
- (d) To appoint the internal auditor for the year 2021/22.

## **9. Finance**

### **a) Income**

To note the following receipt:-

Dorset Council – precept 50% - £2,750.00

### **(b) Expenditure**

- (i) To retrospectively approve the following payments made in accordance with Financial Regulation 4.1:
  - Dorset Planning Consultant Ltd – Neighbourhood Plan consultancy support (March 2022) - £733.86
  - Print Team (Dorset) Ltd – Neighbourhood Plan printing - £120.00
  - Sprint Signs – Neighbourhood Plan referendum leaflets - £18.00
- (ii) To consider the following payments and any others received before the meeting:
  - Groundwork UK – repayment of unspent grant funding - £338.00
  - BHIB Councils Insurance – insurance renewal for 2022/23 (year 2 of 3-year long term agreement) - £356.16
  - Charminster and Charlton Down and Stinsford Community Publications Ltd - Contribution to The Pilot parish magazine for 2022/23 - £200.00
  - HMRC (PAYE) (Quarter 4 2021/22) – £128.59
  - Clerk's salary and expenses (Quarter 4 2021/22) - £484.01

## **10. Planning Matters** – To consider any update on the following application:

[P/FUL/2021/05755](#) – Land at Church Lane, Kingston Maurward College, Dorchester DT2 8PY – Installation of a substation and cable extension

## **11. Neighbourhood Plan for Stinsford** – To consider any current matters.

## **12. Road Safety and Traffic Management** – To consider any current matters.

## **13. Correspondence** - To discuss any matters arising from recent correspondence received by the Parish Council.

## **14. Items for next/future Agenda**

## **15. Date of Next Meeting** – The next meeting is scheduled to be held on Monday 27 June 2022.

**Kirsty Riglar**

**Clerk to the Parish Council**