

## **BISHOPSTONE GROUP PARISH COUNCIL**

Councillors are duly summoned to attend the  
**Annual Parish Council Meeting**  
**on**  
**Thursday 11<sup>th</sup> May 2017**  
following the Annual Parish Meeting  
in New Bridge Community Centre

### **AGENDA**

1. To: Elect a Chairman/Sign Declaration of Office
2. To: Elect a Vice Chairman
3. To Receive Apologies for Absence
4. All councillors to confirm Declarations of Interest and Applications for Dispensation
5. To: Elect other Officers:
  - 5.1 Consider co-option of new Bishopstone Parish Councillor
  - 5.2 Confirm Responsible Finance Officer
  - 5.3 Footpath Officers
  - 5.4 Planning Officers
6. To Receive Reports:
  - 6.1 Policing Matters - Local Police Officer/Community Support Officer
  - 6.2 Balfour Beatty – Locality Steward
7. Open session - Matters raised by local residents.
  - 7.1 Close open session
8. To Approve Minutes of Meeting held on Thursday 9<sup>th</sup> March 2017  
Matters arising and update: Website
9. Finance Matters:
  - 9.1 Bank Balances - circulated
  - 9.2 To approve the Annual Governance Statement 2016/2017
  - 9.3 To Approve the Annual Accounts for 2016/2017
  - 9.4 To Appoint an Internal Auditor
  - 9.5 To Consider and Approve payment of outstanding invoices
    - 9.5.1 Schedule of Payments circulated:
    - 9.5.2 Payments made since last meeting
    - 9.5.3 Payments received since last meeting – VAT reimbursement;

lengthsman reimbursement; half yearly Precept payment; P3 reimbursement.

9.5.4 Insurance Renewal 2017/2018

9.5.5 Payment to Internal Auditor

9.5.6 Confirm submission for VAT reimbursement

9.5.7 Confirm submission for lengthsman reimbursement

10. To Consider adopting the Standing Orders; Financial Regulations; Financial Risk Assessment; Code of Conduct

11. Planning updates since last meeting:

11.1 Update on Neighbourhood Plan

11.2 Update on Witchwater Cottage

11.3 Update on Old Rectory, Byford

11.4 The Old-School House Byford

11.5 Studio Garage – The Hop Kiln

11. Lengthsman work sheet for June and July 2017

11.1 Sign lengthsman Contract 2017-2018

12. Items for the Next Agenda ([no discussion]):

13. To Confirm the Date of the Next Parish Council Meeting

Signed: .....*Lesley Hay* .....

Parish Clerk

Date: 3<sup>rd</sup> May 2017

Parish Clerk : Lesley Hay

Bank Croft Monkland Leominster Herefordshire HR6 9DB