*Teffont Parish Council*

***TO COUNCILLORS***

***Aspden, Blamey, Cordle, Deane, Fisher, Wood and Worth.***

*I HEREBY GIVE YOU NOTICE that Teffont Annual*

*Parish Meeting will be held at Teffont Village Hall at 18.00 followed by a meeting of Teffont Parish Council to start not before 19.00*

***ON TUESDAY 14TH MAY 2019***

***The Meeting is open to the Public***

*All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.*

Signed: Antoinette Wacher2nd May 2019

Parish Clerk

Chairman; David Wood

Parish Clerk; Mrs Antoinette Wacher

Pear Tree Cottage, Teffont, Salisbury, SP3 5QP

**Agenda for a Meeting of Teffont Parish Council to be held on Monday 14th May 2019 following the Annual Parish Meeting but not to start before 7pm in the Village Hall.**

Members of the Public and Press are most welcome.

**AGENDA**

1. **To Elect a Chairman** for the council year 2019 – 2020.

1. **Signing of the Declaration of Acceptance of Office of Chairman** to be signed by the Chairman.

1. **To Elect a Vice - Chairman** for the council year 2019 – 2020

1. **Signing of the Declaration of Acceptance of Office of Vice - Chairman** to be signed by the Vice- Chairman

1. **To receive and accept apologies.**

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1. **Exclusion of the press and public**.

1. **Declarations of Interest.**

1. **Chairman’s announcements**
2. **Minutes of the meeting held on 12th March and 23rd April 2019.** To confirm the previously circulated minutes as a true and correct record.
3. **Finance**

**To reappoint the following;**

* 1. Responsible Financial Officer for Teffont Parish Council – Parish Clerk
	2. Honorary Safety Officer – Nick Nicholson.
	3. Honorary Internal Auditor for the year ending 31st March 2020. – Don Ridley.

1. **Accounts for the year ending 31st March 2019.**
	1. To note the report from the Internal Auditor.
	2. To approve the Internally Audited accounts for the year ending 31st March 2019.
	3. To approve the Annual return for Teffont Parish Council.
	4. To review and complete the Annual Governance Statement of the Annual Return.

1. **Accounts for the Year ending 31st March 2020.**
	1. To note the bank balance for Teffont Parish Council
	2. To review the financial forecast for the year ending 31st March 2019
	3. To review the Insurance cover for Teffont Parish Council.
	4. To note the payments made from the Council account since the last meeting.
	5. To approve payments due – see separate sheet
	6. To confirm, and if required, authorise additional signatories for the council bank account.

**13. R2 funds.**

 Councillors to present any ideas for spending the R2 funds available

**14. Website**.

Cllr Aspden to report on any areas in which the Teffont Website might provide more functionality.

**15. Footpaths**

 Update on progress following discussions with landowners.

**16. B3089**

 Cllr Deane to provide update on the requirement for the local community to co-fund traffic

 calming work. Also, update from the Clerk on any reply to our letters to Highways

 following up Mr Bladen’s proposals

**17. Update on telephone box.**

 Cllr Worth to report on investigations into the proposal to buy the Telephone Box on

 behalf of the village

**18. To confirm the following dates of future meetings for Teffont Parish Council.**

 Tuesday 9th July 2019

 Tuesday 10th September 2019

 Tuesday12th November 2019

 Tuesday 14th January 2020

 Tuesday 10th March 2020

 Tuesday 12th May 2020 this will be the annual meeting of Teffont PC.

 Extra meetings to deal with Planning and urgent items will be arranged as and when

 required.

**19. To confirm responsibilities (inc Cllr links) for the Parish of Teffont.**

**20. To note any items to be reported to Highways** for the Parish Steward/Community

 Team list.

**21. Clerk’s report.**

**22. Items for the next agenda.** Please note that any items for the agenda should be sent to

 the Clerk by 9am on Friday 29th June 2019.

**23. To confirm the date of the next meeting as Tuesday 10th July 2019.**

Parish Clerk; Mrs Antoinette Wacher

Pear Tree Cottage, Teffont, Salisbury. SP3 5QP

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