**Teffont Parish Council**

*TO COUNCILLORS*

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

*I HEREBY GIVE YOU NOTICE that a Meeting of the Teffont Parish Council*

*will be held at The Village Hall, Teffont*

# *ON Tuesday 8th MAY 2018*

# *FOLLOWING THE ANNUAL PARISH MEETING*

# *BUT NOT TO START BEFORE 7.00pm*

***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 Wacher26th April 2018

##### 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 8th May 2018 following the Annual Parish Meeting but not to start before 7pm in the Village Hall.**

Members of the Public and Press are most welcome.

* To receive questions or statements from members of the public concerning Teffont
* To receive a report from Wiltshire Councillor Bridget Wayman.

# AGENDA

**1. To Elect a Chairman** for the council year 2018 – 2019.

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

 the Chairman.

**3. To Elect a Vice - Chairman** for the council year 2018 – 2019

**4.** **Signing of the Declaration of Acceptance of Office of Vice - Chairman** to be

 signed by the Vice- Chairman

**5.**  **To receive and accept apologies.**

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

**7. Declarations of Interest.**

**8. Chairman’s announcements**

**9. Minutes of the meeting held on 13th March 2018 and 10th April 2018.** To confirm the

 previously circulated minutes as a true and correct record.

**Finance**

**10. To reappoint the following;**

1. Responsible Financial Officer for Teffont Parish Council – Parish Clerk
2. Honorary Safety Assessor – Nick Nicholson.
3. Honorary Internal Auditor for the year ending 31st March 2019. – Don Ridley.

**11. Accounts for the year ending 31st March 2018.**

1. To note the report from the Internal Auditor.
2. To approve the Internally Audited accounts for the year ending 31st March 2018.
3. To approve the Annual return for Teffont Parish Council.
4. To review and complete the Annual Governance Statement of the Annual Return.

**12. Accounts for the Year ending 31st March 2019.**

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.

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**13.. Planning**

 To consider the following planning application and to make a response to Wiltshire

 Council planning.

 **18/03674/FUL Manor Farm, Teffont.**

 To restore the old domestic drive to Manor Farm House, re-surfacing it in gravel, utilising the

 existing line of the old driveway and the existing gateway onto the C277.

**14. Teffont Trust update**

**15. Data Protection**

**16. Teffont Flood Scheme review.**

**17. Review of Teffont Town Cryer**

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

 Tuesday 10th July 2018

 Tuesday 11th September 2018

 Tuesday13th November 2018

 Tuesday 8th January 2019

 Tuesday 12th March 2019

 Tuesday 14th May 2019 – 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 2018.

**23. To confirm the date of the next meeting as Tuesday 10th July 2018.**

Parish Clerk; Mrs Antoinette Wacher

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