**Iwerne Courtney & Stepleton Parish Council**

**Notice of Convening Order for 17 May 2023 meetings**

Parish Councillors are called to the Annual Parish Meeting and the Annual Parish Council Meeting 17 May 2023 at 7:00 pm in Shroton Village Hall

**Annual Parish Meeting (APM)**

Approve minutes of APM 18 May 2022

The Acting Chairman will report on the activities of the Parish Council in May 2022 – April 2023

An Open Forum will follow this verbal report

**Annual Parish Council Meeting**

1. **Election of the Chairman of the Parish Council and Acceptance of Office**
2. **Election of Vice Chairman**
3. **Apologies for absence**
4. **Minutes of the Parish Council meeting 15th March 2023**
5. **Chairman’s Update – Cllr Tim Sullivan & Councillor Vacancy**
6. **Declaration of Interests**
7. **Matters Arising**
8. **Democratic Period with Dorset Council news**
9. Report from Dorset Councillor Somper
10. Members of the Public
11. Parish Councillors:
12. **Parish Council Representatives and Project work –** Councillors to advise or discuss on areas of representation as appropriate:
	1. **Play Area Report - Cllr Hewitt**
	2. **Footpaths and Bridleways - Cllr Hewitt**
	3. **Parish Website Development - Cllr Barrett**
	4. **Dorset Highways - Cllr Gredley**
	5. **The Glebe matters & Glebe Trees (inc. Parish Trees) – to consider a proposal for a dropped kerb to be installed at the Glebe**
	6. **DAPTC** - **Clerk**

 **10. Planning applications**

 **10.1** Applications update

 **10.2** New applications

 **11. Finance:**

1. AGAR Certificate of Exemption 2022 – 2023 to be signed by the Chairman and RFO.
2. AGAR section 1 Internal Audit report 2022-2023 to be noted
3. AGAR Section 2 Accounting Statements 2022 – 2023 to be signed by the Chairman and RFO.
4. Online Banking update
5. Council to approve retrospective and new payments:
6. Clerks pay 28/03 /2023 and 28/04/2023 **£ 270**
7. HMRC PAYE liability **£ 195** (settled 18th April )
8. DAPTC annual subscription May 2022 – May 2023 **£144.71**
9. Internal Auditor fee (JP Consultants) **£ 70.00**
10. Reimbursement - Flowers for Maria Sullivan **£17.00**
11. Insurance policy renewal from 01-06-2023 £ **£567.54**
12. Chairman and RFO to sign Fixed Assets & Property Log – revised April 2023
13. Chairman & RFO to sign Risk Assessments – revised April 2023
14. Accounting report to **17th May 2023** to be signed by Chairman for RFO retention.
15. Finance request – discuss request to contribute towards coronation mugs for village children **£ 75.00**

**12. Correspondence**

**13. Other Matters for discussion/information and tabling for next meeting**