**Iwerne Courtney & Stepleton Parish Council**

**Notice of Convening Order for 22nd May 2024 meetings**

7:00 Parish Councillors are called to the Annual Parish Meeting and the Annual Parish Council Meeting 22nd May 2024 at pm in Shroton Village Hall

**Annual Parish Meeting (APM)**

Approve minutes of APM 15 May 2023

The Acting Chairman will report on the activities of the Parish Council in May 2023 – April 2024

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. **To Receive Councillors Acceptances of Office**
4. **Apologies for absence**
5. **Declaration of Interests**
6. **Minutes of the Parish Council meeting 20th March 2024**
7. **Chairman’s Update**
8. **Matters Arising**
9. **Council to consider Adopting the General Power of Competence**
10. **Democratic Period with Dorset Council news**
11. Report from Dorset Councillor
12. Members of the Public
13. Parish Councillors:
14. **To appoint Councillors to positions of Responsibility**
    * + Play Area (propose JH)
      + Footpaths (propose JH)
      + Website (propose HC)
      + Highways (propose CB)
      + The Glebe (propose HC)
      + DAPTC (?)
      + Planning (propose JH)
      + Environment (propose FW)
15. **Parish Council Representatives and Project work –** Councillors to advise or discuss on areas of representation as appropriate:
    1. Play Area Report - new quote
    2. Footpaths and Bridleways
    3. Parish Website Development - to include Village Hall
    4. Dorset Highways – flooding countermeasures
    5. The Glebe matters & Glebe Trees (inc. Parish Trees)
    6. DAPTC
16. **Planning applications**

a) Applications update

b) New applications

**14. Finance:**

1. AGAR Certificate of Exemption 2023 – 2024 to be signed by the Chairman and RFO.
2. AGAR section 1 Internal Audit report 2023-2024 to be noted
3. AGAR Section 2 Accounting Statements 2023 – 2024 to be signed by the Chairman and RFO.
4. Chairman and RFO to sign Fixed Assets & Property Log – revised April 2024
5. Chairman & RFO to sign Risk Assessments – revised April 2024
6. Accounting report to 22nd May 2024 to be signed by Chairman for RFO retention.
7. Council to approve retrospective and new payments

**15. Correspondence**

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