

# Stinsford Parish Council

Parish Clerk: Miss Kirsty Riglar  
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Date: 7 May 2024

Dear Councillor

## ANNUAL MEETING OF STINSFORD PARISH COUNCIL

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on **Tuesday 13 May 2024 in The Old Library, Kingston Maurward College, on the rising of the Annual Parish Meeting for Electors**, to transact the business as listed on the agenda below.

Please note that members of the Press and Public are welcome to attend all meetings of the Parish Council.

## AGENDA

1. **Election of Chairman** – To elect a chairman for the year 2024/25.
2. **Appointment of Vice-Chairman** – To appoint a vice-chairman for the year 2024/25.
3. **Election return** – To note the results of the election to the Parish Council.
4. **Apologies** – To receive any apologies for absence.
5. **Declarations of Interest** – To receive any declarations by members of the Council of disclosable pecuniary interests in respect of the following items.
6. **Public participation time** - An opportunity of up to 30 minutes for residents to raise issues of concern or interest, ask a question, make a representation or give evidence to the Parish Council.
7. **Minutes** – To confirm the minutes of the meetings held on 11 March and 8 April 2024 and discuss any matters arising.
8. **Accounts** - To approve the final accounts for the financial year 2023/24.
9. **Preparation for Audit**
  - (a) To review the Council's risk assessment document (attached).
  - (b) To approve the Council's Asset Register (attached).
  - (c) To note the Internal Controls (attached).
  - (d) To appoint the internal auditor for the year 2023/24.

## **10. Finance**

### **(i) Income**

To note the following receipt:-

Dorset Council – 50% of precept for 2024/25 - £2,750.00

### **(ii) Expenditure**

To consider the following payment and any others received before the meeting:

- Insurance renewal – *detail to be provided at the meeting*
- Dorset Association of Parish and Town Councils – annual subscription 2024/25 - £151.65
- Society of Local Council Clerks - Clerk's annual membership 2024/25 - £80.00

To note the following payments made by Direct Debit:

- HugoFox – Website – April 2024 – £11.99
- HSBC – Bank Charges – April 2024 - £9.00

**11. Merger of Kingston Maurward College and Weymouth College** – To consider the responses received from key stakeholders and any further updates.

**12. North of Dorchester Garden Community** – To consider any current matters or updates.

**13. Road Safety, Traffic Management and Rights of Way** – To consider any current matters or updates, including:

- (i) impact of the Dorset Balloon Festival on local roads.

**14. Correspondence** - To discuss any matters arising from recent correspondence received by the Parish Council.

**15. Items for next/future Agenda**

**16. Date of Next Meeting** – The next meeting is scheduled to be held on Monday 10 June 2023.

**Kirsty Riglar**

**Clerk to the Parish Council**