

TOLLER PORCORM PARISH COUNCIL

LOCAL GOVERNMENT ACT 1972
NOTICE IS HEREBY GIVEN OF A MEETING OF THE PARISH COUNCIL OF TOLLER PORCORM

Dear Councillor,

You are hereby summoned to attend the Annual Parish Council Meeting
of Toller Porcorm Parish Council on
Wednesday 14 May 2025 at 7pm at Toller Porcorm Village Hall



Parish Clerk, 8.05.2025

Members of the press and public are welcome to attend

Public Democratic Forum

Members of the public can comment on agenda items and put questions to the council.

Comments/questions may be answered later or become a future agenda item.

Up to 15 minutes is set aside for this part of the meeting

AGENDA

- 25/05-1.** Election of Chair and signing of acceptance of office
- 25/05-2.** Election of Vice Chair and signing of acceptance of office
- 25/05-3.** Welcome by Chairman
- 25/05-4.** To receive apologies for absence
- 25/05-5.** To receive declarations of interest or any grants of dispensation
- 25/05-6.** To receive councillors' commitment to review Register of Interests and update if required
- 25/05-7.** To accept the minutes of the Parish Council Meeting held 12 March 2025 (Appendix A)
- 25/05-8.** Matters arising from minutes of the last meeting for information only
- 25/05-9.** Dorset Council report
- 25/05-10.** To approve the end of year accounts for 2024/25 (Appendices Ba, Bb and C)
- 25/05-11.** To receive the report from the internal auditor and consider recommendations for 2025/26 (Appendix D)
- 25/05-12.** To approve the Annual Governance and Accountability Return (AGAR) (Appendix E)
 - i. Approve Certificate of Exemption 2024/25 – spend below £25,000 (App E, page 3)
 - ii. Approve Annual Internal Audit Report 2024/25 (App E, page 4)
 - iii. Approve Annual Governance Statement 2024/25 (App E, page 5)
 - iv. Approve Accounting Statements 2024/25 (App E, page 6)
- 25/05-13.** Finance
 - i. Approve the accounts for April 2025 (Appendices Fa, Fb and G)
 - ii. Approve the annual insurance renewal 2025/26 (Appendix H)
 - iii. Approve the payments due for May and June 2025 (Appendix I)
 - iv. Approve the bank mandates for DD, SO and contractual payments (Appendix J)
 - v. Consider and approve the updated Risk Register (Appendix K)
 - vi. Consider and approve the Asset Register (Appendix L)
 - vii. Consider grant application and agree grant amount (Appendices Ma, Mb and Mc)
 - viii. Accept the recommendation of the Staffing Committee to increase the clerk's pay by one scale point

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25/05-14. Policies

- i. Consider and approve updates to Standing Orders (Appendices Na and Nb)
- ii. Approve Financial Regulations
- iii. Consider and approve updates to Councillor Code of Conduct (Appendices Oa and Ob)
- iv. Consider and approve updates to Complaints Procedure (Appendices P and Q)
- v. Adopt Publication Scheme (Appendices P and R)
- vi. Agree to review other key policies at meetings in July, September and November

25/05-15. To confirm councillor's roles and responsibilities for 2025/26

- i. Bank signatories – minimum 2 (currently NF and PC)
- ii. Finance Working Group – minimum 3 (currently: NF, PC, JC, HJ and clerk)
- iii. Staffing Committee – minimum 3 (currently NF, PC and JC)
- iv. Recreation Ground Working Group - minimum 3 (currently: SH, CW, DB)
- v. Highways (currently HJ)
- vi. Environment and Rights of Way (currently CW)
- vii. DAPTC (currently: NF)
- viii. Community including Church and Village Hall (currently DB)
- ix. Village Hall Management Committee (currently JC)
- x. Ammonite Patient Participation Group (currently CW)

25/05-16. Review Action List 2025/26 (Appendix S)

25/05-17. Highways

- i. Update on Barrowland Lane
- ii. Brief verbal report from representative

25/05-18. DAPTC

- i. Update on change to company limited by guarantee
- ii. Brief verbal report from representative

25/05-19. To receive brief verbal reports from councillors representing the areas below:

- i. Recreation Ground Working Group
- ii. Environment including Rights of Way
- iii. Community including Church and Village Hall
- iv. Ammonite Patient Participation Group

25/05-20. To receive any correspondence received for noting

25/05-21. To confirm arrangements for Parish Council meetings for 2025/26 and Annual Parish Assembly and Annual Parish Council Meeting for 2026/27 (Appendix T)

Public Democratic Forum

(Note: Parish Council is experimenting with an open forum at the end of meetings)

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