



Phil McMullen, Parish Clerk, 37 Sandridge Road, Melksham, Wiltshire SN12 7BQ  
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10/05/2017

Dear Councillors

Councillors are summoned and the public invited to attend the Annual Meeting of Atworth Parish Council to be held on **Wednesday 17<sup>th</sup> May at 7.00pm in the Atworth Institute Village Hall** to consider the agenda below.

Kind regards,

*Phil McMullen, Parish Clerk*

#### **AGENDA**

**1 Welcome and apologies**

*Apologies received in advance from PCSO Maggie Ledbury*

**2 Election of Chairman**

**3 Election of Vice-Chairman**

**4 Declarations of Acceptance of Office**

[Click here to download a printable Declaration of Acceptance of Office form](#)

**5 Declarations of interest**

*EGS and RC are trustees of the Atworth Village Hall Charity*

**Closure of meeting for public participation**

*This provides an opportunity for members of the public to raise questions about and comment on items that are on the agenda.*

**Public question time**

**Reconvene meeting**

## 6 **Representative nominations**

To allocate Councillors to the following:

- Village Hall
- Community Safety
- Footpaths
- Health & Wellbeing
- Community Area Partnership
- Area Board
- CATG
- Youth Club
- Community Resilience
- Personnel & Finance

## 7 **Minutes for approval : 15th March 2017**

[Click here to download a copy of the Minutes of the March 2017 meeting](#)

[Click here to download a copy of the Minutes of the April 2017 Planning meeting](#)

## 8 **Reports:**

- a. Police report [Click here to download a copy of the Police Report](#)

## 9 **Finance:**

- a. Approval of Payment Schedule to date and authorisation of cheques  
[Click here to download a copy of the Approvals Schedule](#)
- b. Approval to pay Clerk's salary & Expenses for the month  
[Click here to download a copy of the Salary Statement](#)
- c. Approval to accept Budget Monitoring Statement to end of financial year March 2017  
*(downloadable copy of Budget Monitoring statement goes here)*
- d. Closure of Santander account and transfer of assets to Lloyds Bank
- e. Village Hall insurance policy – consider policy and approval to pay premium
- f. Appointment of Internal Auditor

## 10 **Planning**

## 11 **Agenda items:**

- a. Agree dates of Council Meetings for the year ahead  
[Click here to download copy of proposed meeting dates for the year](#)
- b. To consider adoption and publication of draft policy regarding Co-Option  
[Click here to download a copy of the proposed draft co-option policy](#)
- c. To Review the Asset Register  
[Click here to download a copy of the Asset Register](#)
- d. To consider quote for work to repair clocktower movement
- e. Village flags

f. Bench installation

f. Updates on outstanding actions brought forward:

- Grass cutting update
- Poor House signpost progress
- Poppy wreaths support design (WIP)
- Verge sign installation
- Bus shelter roof repairs or replacement
- Bollards

**12 Correspondence:**

a. Alleged removal of bus stop in Post Office Lane (for information)

[Click here to download a copy of the correspondence](#)

**13 AOB :**

To receive any other relevant business that did not arrive in time for the agenda. No financial payments can be made at this point.

**Date of next meeting : 21st June 2017**