



Brockhampton Group Parish Council

Councillors are summoned to the Annual Meeting of the Parish Council to be held at 7:30PM (approximately) on Thursday 18th May 2017 at Bromyard and Winslow Town Council Offices

Press and public are cordially invited to attend

Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office
2. **Apologies for absence:** To receive apologies and to approve reasons for absence
3. **Declarations of Interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
4. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote. Requests to be with the Clerk at least four clear days prior to a meeting.
5. **To consider and adopt the minutes from the Parish Council meeting on the 20th April 2017.**
6. **Progress Reports**
7. **Open Session:**
 1. Public participation (10 minutes)
8. **Planning**
 1. P171245/F - Barns at Hainscroft, Hainscroft Track, Whitbourne, WR6 5RE. Conversion of barn into a residential dwelling.
 2. 171510 - The Dairy, Brockhampton Offices, Brockhampton, HR1 4SE. Change of use of residential part of property to offices with removal of ensuite. Additional parking at village hall.
9. **To consider purchase of replacement notice boards**
10. **To review the Inventory of Assets**
11. **To review the Risk Register**
12. **Further consideration of draft letters circulated by Cllr Steeds**
13. **Finance:**
 1. Clerks salary and expenses £221.99
 2. HMRC PAYE £45.40
 3. Multifunction scanner / printer £138.97
 4. To consider a request from Bringsty Common Manorial Court for continued funding of £200 towards the Bringsty football pitch maintenance
 5. To arrange signing of bank mandate forms
 6. To agree appointment of internal auditor
 7. To review insurance cover
 8. To approve year end accounts
 9. To consider increasing contracted hours of the Clerk

14. Councillors' reports and Items for the next agenda: Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.

15. Date of the next meeting



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