Highcliffe and Walkford Parish Council,
Old School House,
254 Lymington Road,
Highcliffe BH23 5ET

Annual Council Meeting Agenda

Wednesday 14 May 2025, 6.30pm

All members of the council: Cllrs A Sofianos, T Butcher, R Ede, B Hutchings, A Martin, D Martin, W McNeill, J Webster, S Skinner, S Walter are summoned, and the public invited, to attend the Annual Meeting of **Highcliffe and Walkford Parish Council** to be held on:

Wednesday 14 May 2025 at 6.30pm at **The Old School, 254 Lymington Road BH23 5ET**

Acting Parish Clerk: Nicki France 07 May 2025

To transact the following business:

1 To receive nominations and elect a chair for the municipal year 2025/26
2 To receive the Chair's acceptance of office
3 To receive the Chair's remarks
4 To receive nominations and elect a vice-chair for the municipal year 2025/26
5 To receive Apologies for Absence
6 To receive Declarations of Interest from Members
7 To receive questions from members of the public
8 To receive presentations from BCP unitary authority members (3 min per member)
9 To accept the minutes of the Council meeting held on 9 April 2025 †
10 To note committee minutes and consider any referrals: †
   a. Planning Committee
   b. Amenities Committee
11 To receive the clerks verbal report - including
   i Christmas Working Party
12 To appoint members and chairs to Committees, Working Parties and outside bodies: †
   - Policy and Resources Committee
   - Amenities Committee
   - Planning Committee
   - Staffing Sub-Committee
   - Business Continuity working party
   - Biodiversity working party
   - Christmas working party
   - Dorset Association of Town and Parish Councils
13 To review and adopt Standing Orders and Financial Regulations. †
14 To review the Asset Register †
15 To review insurance arrangements †
16 To confirm subscriptions to outside bodies
   - Society of Local Council Clerks
   - National Association of Allotments
   - Dorset Association of Parish & Town Councils
17 To agree a schedule of meetings for the municipal year †
18 Finance and Risk: †
   - To receive the Internal Auditor's report
   - To receive and discuss Section 1 of the AGAR (Annual Governance Statement)
   - To approve the signing of Section 2 of the AGAR (Accounting Statement)

- To review the Risk Register
- To receive the schedule of Payment
- To receive and authorise the bank reconciliation

19 To consider the following grant applications †

- Old School Roof Works (HRA)
- Clifftop Music Festival (Stir Events)

20 To receive a verbal update on Asset Transfers

21 Date of next meetings

† See paper/s

Dates of next Meetings: **Annual Parish Meeting,** Wednesday 28th May at 6.30pm
Full Council, Wednesday 11th June at 6.30pm