

# STALBRIDGE TOWN COUNCIL

Clerk: T Watson  
TheHub@Stalbridge,  
Station Rd, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.  
Tel 01963 364276.  
Email: clerk@stalbridgetowncouncil.gov.uk

Date: 30<sup>th</sup> April 2014

## **NOTICE OF THE ANNUAL MEETING OF THE TOWN COUNCIL**

For the meeting to be held at the above address on **WEDNESDAY 7<sup>th</sup> May 2014**  
**commencing at 7PM.**

To transact the business as listed on the agenda below:

Please note that members of the public are welcome to attend all meetings of the Town Council.

Signed   
Clerk: Tracey Watson

## **AGENDA**

Welcome to members of the public and introductions.

1. To elect a Chairman and receive the declaration of office.
2. To elect a Vice- Chairman and receive the declaration of office.
3. Community open forum.
4. To receive apologies.
5. Declarations of interest.
6. To approve the minutes of the meetings - held on 9<sup>th</sup> April.
7. Correspondence: as detailed in annex 1a.
8. To review the insurance schedule in respect of all risks.
9. To receive nominations for existing committees & groups & appoint any new committees and approve terms of reference.
10. To review the terms of reference for committees & groups.
11. To review the delegation arrangements to committee, sub-committees, employees & other local authorities.
12. To appoint representatives on external bodies and agree arrangements for reporting back.
13. To review the inventory of land & assets inc. building and office equipment.
14. Review of Standing Orders & Financial Regulations.
15. To review the Councils complaints procedure.
16. To review the procedure for handling requests made under the freedom of information act 2000 & Data Protection Act 1998.
17. To review the Councils policy for dealing with press and media.
18. To set the dates, time & place of ordinary meetings for the Full Council year ahead.
19. To receive a report on the Travel Exchange survey. T Bishop
20. Finance.
  - a) To approve the accounts as presented in annex 1b. For payment.
21. Clerks report on matters arising.
22. To receive Town Councillors reports.
23. To receive Dorset District Councillors reports.
24. To receive the Dorset County Councillors report.

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- 25. Date of the Next meeting** - The next Town Council meeting will be held on **Wednesday 4<sup>th</sup> June 2014**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 27<sup>th</sup> May 2014.