

# WHITBOURNE PARISH COUNCIL

Dear Councillors,

**You are summoned to the Annual Parish Council Meeting of  
Whitbourne Parish Council to be held on Wednesday 2nd May 2018 at 7.30pm  
in Whitbourne Village Hall**



Kevin Phillips  
Clerk/RFO - 01886 822267, [whitbournepcclerk@outlook.com](mailto:whitbournepcclerk@outlook.com)

---

## AGENDA

1. Election of Chairman to the Council 2018/19
2. Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2018/19
4. To appoint representatives on outside bodies:
  - a. Village Hall
  - b. Manorial Court
  - c. Playing fields
5. To appoint parish officers:
  - a. Tree Warden
  - b. Footpaths
  - c. Pollution
  - d. Transport
6. To accept Apologies for Absence
7. To receive Declarations of Interest
8. To approve the Minutes of the Meeting held on: 7th March 2018
9. Matters arising from minutes
10. Receive report from CSO
11. To receive the Clerk's Report
12. Financial Matters:
  - a) To appoint an internal auditor

# WHITBOURNE PARISH COUNCIL

- b) To receive internal auditors report
- c) To complete and sign the annual governance statement
- d) To approve end of year accounts (2017/2018)
- e) To complete and sign the certificate of exemption
- f) To approve Bank Reconciliation to 31<sup>st</sup> March 2018
- g) To approve Income and Expenditure reconciliation to 31<sup>st</sup> March 2018
- h) Clerk Salary Review
- i) To approve accounts for payment:

Clerk Net Salary Apr/May 2018:  
HMRC PAYE Apr/May 2018  
Expenses incurred by the Clerk: Mar/Apr 2018  
Village Hall (£48.00), Internal Auditor (£40.00)

13. To receive Ward Councillor's Report

14. General Data Protection Regulations (GDPR)

- a. To receive report on GDPR progress including appointment of Data Protection Officer (DPO)
- b. To approve the following data protection policies
  - i. GDPR Privacy Policy
  - ii. GDPR Subject Access Policy
  - iii. GDPR Personal Data Management & Audit Policy
  - iv. GDPR Privacy Notice – General
  - v. GDPR Privacy Notice – Councillors & Role Holders

15. Report from subcommittees and working parties

Village Hall, Playing Fields, S106, Manorial Court

16. Planning and planning decisions

- a. Appeal decision: 174798 – Live and Let Live, Bringsty

17. To receive update on War Memorial grant application

18. To report village issues regarding road maintenance, clearance, etc.

- a. Noise nuisance on Bringsty Common

# WHITBOURNE PARISH COUNCIL

19.Public Participation - members of the public are allowed 10 minutes to address the Council

20.Items for future consideration

**Members of the public are welcome to attend our meetings  
Date for next meeting: Wednesday 4th July 2018**