

Hurstbourne Tarrant Parish Council

Forward Plan – Jan 2010 to Dec 2010

In addition to the following standing items:

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| • To receive apologies for absence | Public participation |
| • Matters arising from previous minutes | Approval of minutes of the previous meeting |
| • Declarations of interest | Correspondence and Correspondence log (quarterly) |
| • Planning applications | Councillors reports and clerk's report |
| • Date of next meeting and Forward Plan update | Disbursements |

The following items will be scheduled for discussion at future Parish Council Meetings during the coming year:

Agenda Item	Presenter	Recommendation proposed, action or decision required
18 January 2010		
1. Performance Monitoring – 09/10 Q 3	David Baker	To accept financial report and any actions resulting
2. Review of regular contracts	Members	To agree review process and complete the review of regular contracts
3. Annual review of Investments	Members	To review the policy on unit trust investments and their associated risks
15 February 2010		
1. HCC/TVBC requests for service	Members	Progress report on the correspondence log
15 March 2010		
1. Annual Parish Meeting	David Sullivan	Initial agenda planning
2. Annual Parish Council Meeting		
19 April 2010		
1. Performance Monitoring – 09/10 YE	David Baker	To accept financial report 2009/10 and any actions resulting
2. Annual Parish Meeting	David Sullivan	To finalise agenda
3. Annual Parish Council Meeting		
17 May 2010 Annual Council Meeting		
1. Election of Chairman and election of Vice-chairman	Members	To record the election of chairman
2. Declarations of Office	Members Chairman/ vice chairman	To record the election of vice-chairman To complete the declaration of acceptance of office
3. Councillors' responsibilities	Members	To agree Member responsibilities
4. Annual update of register of interests	Members	To record any changes as required
5. Financial report and Annual Return of Accounts 09/10	David Baker	To approve financial report and Annual Return of Accounts for 2009/10.
6. To appoint an internal auditor for 2010/11		To approve Statement of Assurance To appoint internal auditor
7. HCC/TVBC requests for service	Members	Progress report on the correspondence log
• Councillors' annual reports	Members	To present reports on 2009/10
• Financial report for 2009/10	David Baker	To present the financial report for 2009/10
17 May 2010 Annual Parish Meeting		
Invited speakers:	Topic:	Provided for information
• Rupert Conder	AGAS	
• Roger Kitson & David Smith	Policing in HbT	
• Andrew Russell	Village Hall	
• Robert Sykes/Patricia Antelme	Footpaths	
• Trevor Wheeler	Trees	

If you have any queries regarding the Parish Council Forward Plan or would like to add any items on to the plan please contact David Baker on 736436 or theparishclerk@hbt.org.uk

Hurstbourne Tarrant Parish Council

Agenda Item	Presenter	Recommendation proposed, action or decision required
21 June 2010		
1. Annual update of Asset Register	Members	To approve asset register update
19 July 2010		
1. Performance Monitoring – 10/11 Q 1	David Baker	To accept financial report and any actions resulting
2. HCC/TVBC requests for service	Members	Progress report on the correspondence log
16 August 2010		
No meeting planned		
20 September 2010		
1. Providing notice of firework parties	Members	To publicise the need for party organisers to notify details of events to safeguard livestock
2. Annual review of insurance policy		Approve renewal
18 October 2010		
1. Performance Monitoring – 10/11 Q 2	David Baker	To accept financial report and any actions resulting
2. Annual review of Health & Safety <ul style="list-style-type: none"> • Pavilion risk assessment & report 	David Baker	To accept updated risk assessment on the pavilion and any actions resulting
3. Annual review: <ul style="list-style-type: none"> • Risk register • Standing Orders • Financial regulations 	Members	To accept updated register and any actions resulting
	Members	To review Standing Orders & Financial Regulations and adopt any changes agreed
	Members	To adopt latest national pay award
3. HCC/TVBC requests for service	Members	Progress report on the correspondence log
15 November 2010		
1. Budget setting 2011/12	David Sullivan	Initial budget review
2. To review the Clerk's salary for 2011/12	Members	Based on latest national pay award
3. To review annual subscriptions for 2011/12	Members	Agree subscriptions to be paid in 2011/12
20 December 2010		
1. Budget setting 2011/12	Members	To discuss Budget options To approved final budget for 2011/12
2. Annual review of scheme of publication and policy documents		To set & submit the precept for 2011/12 To approve publication scheme

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