

Hurstbourne Tarrant Parish Council

Forward Plan – Jan 2009 to Dec 2009

In addition to the following standing items:

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| <ul style="list-style-type: none"> • To receive apologies for absence • Matters arising from previous minutes • Declarations of interest • Planning applications • Date of next meeting and Forward Plan update | <ul style="list-style-type: none"> Public participation Approval of minutes of the previous meeting Correspondence and Correspondence log (quarterly) Councillors reports Disbursements |
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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
19 January 2009		
1. Performance Monitoring – 08/09 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 Fees & Charges	Members	To set fees and charges for 2009/10
4. Annual review of Investments	Members	To review the policy on unit trust investments and their associated risks
16 February 2009		
1. HCC requests for service	Members	B/F progress report on the correspondence log
16 March 2009		
1. Annual Parish Meeting	David Sullivan	Initial agenda planning
2. Annual Parish Council Meeting		
20 April 2009		
1. Performance Monitoring – 08/09 YE	David Baker	To accept financial report 2008/09 and any actions resulting
2. Annual Parish Meeting	David Sullivan	To finalise agenda
3. Annual Parish Council Meeting		
4. Election of new Parish Councillor	David Sullivan	To implement election process
18 May 2009 Annual Council Meeting		
1. Election of Chairman and election of Vice-chairman	Members	To record the election of chairman
2. Declarations of Office	Members	To record the election of vice-chairman
	Chairman/ 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 08/09 – To appoint an internal auditor for 2009/10	Members	To approve financial report and Annual Return of Accounts for 2008/09. To appoint internal auditor
6. Review of annual subscriptions		To approve Statement of Assurance To approve subscriptions for 2009/10

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 david@davidbaker4.wanadoo.co.uk

Hurstbourne Tarrant Parish Council

Agenda Item	Presenter	Recommendation proposed, action or decision required
18 May 2009 Annual Parish Meeting		
<ul style="list-style-type: none"> • Councillors' annual reports 	David Sullivan & Members	To present reports on 2008/09
<ul style="list-style-type: none"> • Financial report for 2008/09 	David Baker	To present the financial report for 2008/09
Invited speakers: <ul style="list-style-type: none"> • Rupert Conder • Roger Kitson & David Smith • Leopold Antelme • Chris Buchan-Hepburn • Robert Sykes/Patricia Antelme • Trevor Wheeler 	Topic: AGAS Policing in HbT Village Hall Affordable Housing Footpaths Trees	Provided for information
15 June 2009		
1. Annual update of Asset Register	Members	To approve asset register update
20 July 2009		
1. Performance Monitoring – 09/10 Q 1	David Baker	To accept financial report and any actions resulting
17 August 2009		
No meeting planned		
21 September 2009		
1. Providing notice of firework parties 2. Conservation area review – exhibition 3. 4. Annual review of insurance policy	Members	To publicise the need for party organisers to notify details of events to safeguard livestock Approve renewal
19 October 2009		
1. Performance Monitoring – 09/10 Q 2 2. Annual review of Health & Safety <ul style="list-style-type: none"> • PAT check 3. Annual review: <ul style="list-style-type: none"> • Risk register • Standing Orders • Financial regulations 	David Baker David Baker Members Members	To accept financial report and any actions resulting To accept updated risk assessment on the pavilion and any actions resulting To accept updated register and any actions resulting To review Standing Orders & Financial Regulations and adopt any changes agreed To adopt latest national pay award
16 November 2009		
1. 10/11 Budget setting 2. To review the Clerk's salary for 10/11 3. To review annual subscriptions	David Sullivan Members Members	Initial budget review Based on latest national pay award Agree subscriptions for 10/11
21 December 2009		
1. 10/11 Budget setting <ul style="list-style-type: none"> • Calculate Section 137 limit for 20010/11 2. Annual review of scheme of publication and policy documents	Members	To discuss Budget options To approved final budget for 10/11 To set & submit the precept for 10/11 To approve publication scheme

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