


# TOLLER PORCORUM PARISH COUNCIL

LOCAL GOVERNMENT ACT 1972  
NOTICE IS HEREBY GIVEN OF A MEETING OF THE PARISH COUNCIL OF TOLLER PORCORUM

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Toller Porcorum Parish Council on  
**Wednesday 13 May at 7pm at Toller Porcorum Village Hall**

 Parish Clerk, 6.05.2026

*Members of the press and public are welcome to attend*

## Public Democratic Forum

*Members of the public can comment on agenda items and put questions to the council.*

*Comments/questions may be answered later or become a future agenda item.*

*Up to 15 minutes is set aside for this part of the meeting*

## AGENDA

- 26/05-1.** Election of Chair and signing of the acceptance of office
- 26/05-2.** Election of Vice Chair and signing of the acceptance of office
- 26/05-3.** Welcome by Chairman
- 26/05-4.** To receive and accept apologies for absence
- 26/05-5.** To receive declarations of interest or any grants of dispensation
- 26/05-6.** To receive councillors' commitment to review Register of Interests and update if required
- 26/05-7.** To accept the minutes of the Parish Council Meeting held 11 March 2026 (Appendix A)
- 26/05-8.** Matters arising from minutes of the last meeting for information only
- 26/05-9.** Dorset Council report
- 26/05-10.** To approve the end of year accounts for 2025/26 (Appendices B and C)
- 26/05-11.** To receive report from internal auditor and decide any actions (Appendix D)
- 26/05-12.** To confirm there are no conflicts of interest with auditor BDO LLP
- 26/05-13.** To approve the Annual Governance and Accountability Return (AGAR) 2025/26 (Appendix E)
  - i. Approve and sign Certificate of Exemption – spend below £25,000
  - ii. Approve Annual Internal Audit Report
  - iii. Approve and sign Annual Governance Statement
  - iv. Approve and sign Accounting Statements 2025/26
  - v. Agree dates of Notice for the period for the exercise of public rights 2025/26

## TOLLER PORCORUM PARISH COUNCIL

### **26/05-14. Finance**

- i. Approve the accounts for April 2026 (Appendix F)
- ii. Approve the annual insurance renewal 2026/27 (Appendix G)
- iii. Accept recommendations of Staffing Committee to increase the clerk's pay by one scale point
- iv. Approve booking of data protection training for all and clerk
- v. Approve bank mandates for DD, SO and contractual payments (Appendix H)
- vi. Approve the payments due for May and June 2026 (Appendix I)
- vii. Consider and approve updated Risk Management Register (Appendices J and K)
- viii. Consider and approve updated Asset Register (Appendix J and L)

### **26/05-15. Policies (Appendix J)**

- i. Consider and approve update to Standing Orders
- ii. Approve Financial Regulations
- iii. Approve Councillor Code of Conduct
- iv. Approve the following policies: Publication Scheme, Press and Media policy, Recreation Ground policy and booking form, Safeguarding policy and forms,
- v. Consider and approve updates to Disciplinary Policy
- vi. Consider and approve updates to Equality and Diversity Policy
- vii. Consider and approve updates to terms of reference for Staffing Committee
- viii. Agree to review the following policies in 2026/27: Environment and Sustainability policy, Online Banking Protocol, Training and Development policy, Health and Safety Policy

### **26/05-16. To confirm councillor's roles and responsibilities for 2026/27**

- i. Bank signatories – min 2 (currently NF, PC and clerk)
- ii. Finance Working Group – min 3 (currently: NF, PC, JC, HJ and clerk)
- iii. Staffing Committee – min 3 (currently NF, PC and JC)
- iv. Recreation Ground Working Group - min 3 (currently: SH, CW, DB)
- v. Highways (currently HJ)
- vi. Environment and Rights of Way (currently CW)
- vii. DAPTC (currently: NF)
- viii. Community including Church and Village Hall (currently DB)

## TOLLER PORCORUM PARISH COUNCIL

ix. Ammonite Patient Participation Group (currently CW)

**26/05-17.** Consultations and surveys

- i. Consider and agree response to Electoral Review of Dorset Council consultation (Appendix M)
- ii. Consider and agree response to questions 19 and 21 of Community Emergency Response Plan (CERP) Survey and delegate authority to complete
- iii. Delegate authority to collaborate with Village Hall Management Committee to complete National Allotment Survey

**26/05-18.** Review Action List 2025-26 (Appendix N)

**26/05-19.** Receive update on planning issues and decide any actions

**26/05-20.** Environment and Rights of Way

- i. Receive report about Asian Hornets
- ii. Brief verbal report from representative and decide any actions

**26/05-21.** DAPTC

- i. Resolve whether to support the Statement of Reasonable Expectations (SoRE) (Appendix O)
- ii. Review other documents for DAPTC AGM and instruct representative on voting
- iii. Brief verbal report from representative and decide any actions

**26/05-22.** To receive brief verbal reports from councillors representing the areas below and decide any actions:

- i. Recreation Ground Working Group
- ii. Highways
- iii. Community including Church and Village Hall
- iv. Ammonite Patient Participation Group

**26/05-23.** To receive any correspondence received for noting

**26/05-24.** To confirm arrangements for Parish Council meetings and Annual Parish Assembly and Annual Meeting of Parish Council in 2027/28 (Appendix P)