

Puddletown Area Parish Council

Covering the Parishes of Athelhampton & Puddletown, and Burleston & Tolpuddle

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Dear Parish Councillors,

You are hereby summoned to attend the following meeting to conduct the business overleaf. (LGA 1972 Sch 12, para 10(2)(b)).

A meeting of the: **Puddletown Area Parish Council**
On / at: **Tuesday 12th May 2025**
commencing at: **7:00pm**
In: **Puddletown Village Hall**

Yours respectfully



Parish Clerk & Responsible Finance Officer

5th May 2026

AGENDA

- 0526-1. TO ELECT A CHAIRMAN AND VICE CHAIRMAN FOR THE NEW CIVIC YEAR**
To receive nominations for councillors to stand as Parish Council Chairman and Vice Chairman.
- 0526-2. ATTENDANCE AND APOLOGIES FOR ABSENCE**
To record members, present (Local Government Act 1972, sch 12) & receive apologies of absence. (Local Government Act 1972 s85 (1)).
- 0526-3. DECLARATIONS OF PRECUNIAIRY INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**
- a. Members to declare any interests that are not currently entered in the Member's register of interest. (Localism Act 2011 s26-37 and Sch 4 plus Code of Conduct).
 - b. To consider any prior requests to the Clerk from members for Dispensations. (Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)).
- 0526-4. PUBLIC SESSION**
An opportunity for members of the public to raise issues of concern or comment on agenda item. (Standing Orders 3e-k)¹.
- 0526-5. PREVIOUS MEETING MINUTES – APPENDIX**
To approve the minutes and confidential minutes from the last Council meeting as a correct record. (LGA 1972 sch 12, para 41(1)).
- 0526-6. DORSET COUNCILLOR LOCAL UPDATE**
To discuss any item arising from Dorset Council Newsletters and receive a verbal report on any parish specific update from the Ward Councillor.
- 0526-7. PCSO REPORT**
To discuss a report from the local PCSO.
- 0526-8. CLERKS REPORT - APPENDIX**
- a. Finance
 1. Bank Balance - To note the previous end of month balance.
 2. Monthly Expenditure & Income - To authorise payments in accordance with the Payment Schedule, and to note the monthly income.
 3. Bank Reconciliation – To approve the latest bank reconciliation
 4. Direct Debits & Standing Order - To ratify for 2026-27
 5. Internal Audit Report Year End 2025-26 - **ANNEX**

Email: puddletown@dorset-aptc.gov.uk

Website: www.puddletownareaparishcouncil.co.uk

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- b. Parish Safety
To note and discuss any issue raised. N.B. Any issue raised after the agenda publication date will be reported verbally during the meeting.
1. Playparks – Internal weekly inspections
 - i. Butt Close
 - ii. Orchard Meadow
 - iii. Puddletown Rec.
 2. Defibrillators
 - i. Puddletown Library
 - ii. Martyrs Inns - Tolpuddle
- c. Action Log Updates
1. Actions updated since the publication of the agenda.
- 0526-9. TO ELECT MEMBERS TO WORKING GROUPS, LIAISON OFFICERS AND REPRESENTATIVE ROLES – APPENDIX**
To update and ratify the Liaison Officer, Representatives & Working Groups list.
- 0526-10. THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/265 PART 3**
To approve the following sections of the Annual Governance & Accountability Return 2025/26 Part 3 for submission to the Council's External Auditor:
- a. Section 1 – Annual Governance Statement 2025/26 - **APPENDIX**
 - b. Section 2 – Accounting Statements 2025/26 - **APPENDIX**
 - c. Year End Finance Report - **APPENDIX**
 - d. Year End Bank Reconciliation - **APPENDIX**
 - e. Conflict of Interest - **APPENDIX**
 - f. Explanation of Significant Variance - **APPENDIX**
 - g. Notice for the period of the exercise of public rights - **APPENDIX**
 - h. One off event - **APPENDIX**
 - i. Update Contact Details (Not included as an Appendix due to personal details held)
- 0526-11. CORRESPONDENCE.**
- a. To discuss any correspondence received since the agenda publication.
- 0526-12. POLICIES, PROCEDURES, AND RISK ASSESSMENT REVIEW**
To discuss and approve the following policies, procedures or risk assessments due for review:
- a. Grant Awarding Policy
- 0526-13. PLANNING AND LICENSING MATTERS - APPENDIX**
To receive and consider planning and licensing application(s). N.B. Any planning application received after the agenda publication date will be discussed.
- 0526-14. ITEMS FOR NEXT MEETING.**
To note any items for the next meeting on Tuesday 9th June 2026 which will be held in Tolpuddle Village Hall from 7pm

¹ N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, para 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)