

DUNCHIDEOCK PARISH COUNCIL

Clerk: Mr N R Harvey, TD, ACIB, 11 Loram Way, Alphington, Exeter, Devon, EX2 8GG

Tel: 01392 422390, Email: parishclerk@dunchideock.org.uk

To: Members of Dunchideock Parish Council.

The Annual Council Meeting will be held on Tuesday 14th May 2019 at 7.30 pm in the Village Hall, School Lane, Dunchideock, EX2 9UG.

Members of the public and press are invited to attend the meeting.

N R Harvey, Clerk to the Council

Publication date:-7th May 2019

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for Absence**
4. **Declarations of Interest and Dispensations** – (In accordance with the Code of Conduct)
5. **Minutes** - To approve as an accurate record and sign the minutes of the meeting held on 19th March 2019
6. **Committees** Cllr Sharpe
 - a. To consider dissolution of Employment and Complaints Committee
 - b. To consider creating new Committees and Terms of Reference
7. **Responsibilities of Councillors** Cllr Sharpe

To review and allocate responsibilities of Councillors for			
Environment	Newsletter	Public Information	Village Hall
Grants & Funding	PCC	Public Rights of Way	
Highways	Planning	TALC	
8. **Bank Mandate** – To review and confirm signatories for the Bank account Cllr Sharpe
9. **Governance Documents** – To review and adopt the following documents Cllr Sharpe

Asset Register	FOIA Publication Scheme
Code of Conduct	Internal Control Policy
Complaints Procedure	Risk Assessment
Financial Regulations	Standing Orders
10. **Accounting Records to 31st March 2019** – To receive and approve Clerk

Receipts and Payments Account
Bank Reconciliation
Comparison of Budget and Actual Expenditure
11. **Annual Governance and Accountability Return 2018/19** Clerk
 - a. To receive and note Report of Internal Auditor
 - b. To receive and note Annual Internal Audit Report
 - c. To review and approve and confirm signature of Annual Governance Statement
 - d. To receive and approve and confirm signature of Accounting Statements
 - e. To agree period for the Exercise of Public Rights - proposed from 3rd June to 12th July 2019
 - f. To confirm signature of Certificate of Exemption from External Audit
12. **Insurance** – To review quotations (see Item 31) and agree Insurer from 1/6/2019 Cllr Sharpe
13. **Public Discussion** - *(not to exceed 10 minutes)* Cllr Sharpe

An opportunity for members of the public to make comments on any item of business on the agenda.

Members of the public cannot interrupt the meeting while the Council is in Committee.
14. **District and County Councillor Reports**
15. **Clerks Report**
16. **Annual Parish Meeting** - To consider providing refreshments at a cost of £50.00 Cllr Sharpe

17. **Highways** – To receive briefings on the following matters
- | | | |
|----|---|-------------|
| a. | Drainage on Blacksmiths Hill | Cllr Ellis |
| b. | DCC Road Warden Scheme | Cllr Robson |
| c. | Proposed DCC (Haldon Forest) (Clearway) Order | Cllr Sharpe |
| d. | Road Closures | Clerk |
18. **Forestry Commission Haldon** - To consider approach for free parking pass Cllr McCarthy
19. **Planning** – To receive details of any Applications or Approvals Cllr McCarthy
20. **Defibrillators** – To receive briefings on the following matters Cllr Sharpe
- | | | |
|----|--|--|
| a. | Present situation and review installation of third unit and Activation | |
| b. | Community Awareness Session | |
21. **Public Rights of Way (Footpaths)** Cllr Bean
To receive briefing on DCC Parish Paths Partnership Scheme and application
22. **Freedom of Information Act and Human Rights Act** - To receive briefing Clerk
23. **Teignbridge Association of Local Councils (TALC)** Cllr Moor
To receive briefing on meeting held on 4th April
24. **Clerks Employment** Cllr Sharpe
- | | | |
|----|--|--|
| a. | To review completion of probationary period and permanent employment | |
| b. | To agree increase in salary to National Joint Council Scale SCP 9 of £10.57 per hour | |
25. **Operation London Bridge** – To receive briefing Cllr Sharpe
26. **Notice boards** – To receive briefing on present situation and future action Cllr Moor
27. **Grant Funds** – To consider applications to TDC Rural Aid Grant Fund Cllr Robson
and to DCC Making the Connection Fund
28. **Devon Association of Local Councils** Cllr Sharpe
To consider renewing membership and paying fee of £65.49
29. **Training** Cllr Sharpe
- | | | |
|----|---|--|
| a. | To agree increase in costs from £60.00 to £72.00 for 2 courses attended by Clerk | |
| b. | To agree attendance of Cllrs McCarthy and Cook on “Being a Good Councillor” courses at a cost of £55.00 + VAT each – a total of £132.00 | |
30. **Finance** - To receive and agree Bank Reconciliation as at 30th April 2019 Clerk
31. **Expenditure and Income** - To approve the following items of expenditure and note the income
- | | | £ |
|---|--------------------|--------|
| Expenditure | | |
| New Clerks Course – N R Harvey | £30 + VAT £6 | 36 |
| Preparation for Election Course – N R Harvey | £30 + VAT £6 | 36 |
| Being a Good Councillor Courses – Cllrs McCarthy & Cook | £110 + VAT £22 | 132 |
| DALC Membership Fee | £56.85 + VAT £8.64 | 65.49 |
| Clerks Salary | | 101.64 |
| PAYE | | 25.20 |
| Clerks Expenses: Home/Office - £8.33 Consumables £51.33 + VAT £8.00 | | 67.66 |
| Insurance Premium (See Item 12) - £154.28/162.40/202.65/207.09/218.00 | To be confirmed | |
| Refreshments for Annual Parish Meeting – s111 LGA 1972 | | 50.00 |
| Income | | £ |
| TDC – Precept for 1 st half year | | 2,100 |
32. **Village Hall** - To receive details of activities and events Cllr Robson
33. **Public Discussion** - *(not to exceed 5 minutes) An opportunity for members of the public to make comments on the process of the meeting or to request agenda items for future meetings.*
34. **Dates of Next Meetings:**
- | | |
|----|--|
| a. | Annual Parish Meeting - 21 st May 2019 |
| b. | Future Meetings – 16 th July, 17 th September, 19 th November 2019, 21 st January, 17 th March 2020 |