

BRIDFORD PARISH COUNCIL

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP.

Email: clerk@bridfordparishcouncil.org Phone 07706 021293

9th May 2023

To Members of Bridford Parish Council.

You are hereby summoned to attend a Meeting of Bridford Parish Council, to be held **on Monday 15th May 2023 at 7pm in the for the purpose of transacting the following business.**

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

Penny Clapham

Penny Clapham BA (Hons) PSLCC
Locum Clerk to the Council

ANNUAL COUNCIL MEETING AGENDA

- 1) **Election of Chairman**
 - a) Invite nominations and elect a Chairman for the year.
 - b) Receive the Declaration of Acceptance of Office by the Chairman.
- 2) **Election of Vice Chairman**
- 3) **Confirm appointment** of signatories for cheque payments and authorised internet bank payments.
Currently these are
- 4) **Appointment/Confirmation of Committees**
 - i. Planning Committee
 - ii. Finance Committee
 - iii. HR Committee
 - iv. Open Spaces Committee
- 5) **Appointment to Groups**

P3 Footpath Warden
Snow Warden
- 6) **General Power of Competence** – to resolve to confirm the General Power of Competence, Council are qualified (Localism Act 2011) having two-thirds councillors elected and a qualified clerk (CiLCA or above).
- 7) **Apologies and Acceptance for Absence:**

8) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

9) Public Discussion – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes. Standing Order 3 (e,f.) refers.

A reminder that members of the public are not allowed to raise issues when Council is in committee.

10) Chairman’s Report (for information only) -

11) County & District Councillor reports-

12) Minutes – to approve and sign the Minutes of the meeting held on the 3rd April 2023.

13) Certificate of Exemption – to resolve to agree the Certificate of Exemption

14) Internal Audit Report – to note no issues raised by the internal auditor.

15) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate.

16) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate.

17) Notice of Public Rights and Publication of Council’s accounts – to resolve to agree the dates of publication from 5th June to 14th July 2023, thus including the first 14 days of July as required by law.

18) Insurance Renewal – second year of fixed term contract with Gallagher @ £935.68; to be agreed.

19) Asset Register – to consider the asset register and update the figures. To agree actions.

20) PLANNING:

Planning Applications - Mid Devon District Council has asked for comments from the Town Council on the following planning applications:

- i. 0184/23 Replacement rear lean-to and front porch, White Rock, Bridford

Planning Decisions:

21) FINANCE:

Expenditure:	Gallagher Insurers	£935.68	
	Lee Accounting internal audit	£84.00	
	Visionict Ltd – clerk@ email account	£21.60	
	Locum Clerk expenses April	£620.88	
	DALC annual subscription	£152.54	off precept.

Income: First half precept £5875.00 DD

Bank Reconciliation not currently available as unable to access the bank for statements.

Council to resolve to accept the receipts and payments account.

22) Banking requirements – to consider changing to a full internet provider for Council’s banking requirements. Information about Unity Trust Bank has been circulated prior to this meeting. Charges are £18 per quarter. Council to agree actions and associated expenditure.

23) Email addresses –

- a) to consider and adopt business style email addresses for all councillors. To agree actions and associated expenditure.
- b) It is required that Councillors give their permission to receive their agendas by email rather than by post. To agree actions.

24) Policies for approval –

- i. Co-option Policy
- ii. Asset Register Policy
- iii. Standing Orders – revised.

25) Meeting dates for the year to end March 2024 – to consider whether Council require meetings every month, or to go to bi-monthly meetings.

26) Clerk’s report

- i. A new email has been set up for the Council.
- ii. Half allotment now let.
- iii. Request from Helen Haywood who does house sitting to put a business card in the Council notice board.

EXTERNAL MEETINGS ATTENDED: reports from Councillors

Items for Information

The next Council meeting is on Monday tba at 7.00pm in the Village Hall.

Email circulations during the past month

DALC Newsletter 14 (sent 11/04)

NALC Chief Executive’s Bulletin (sent 11/04)

DALC Newsletter 16 (sent 20/04)

DALC Newsletter 17 (sent 28/04)

DALC Newsletter 18 (sent 04/05)