### **DUNCHIDEOCK PARISH COUNCIL**

**Clerk: Mrs C. Retallick, Bagtor Barton, Ilsington, Newton Abbot, TQ13 9RT. Tel 01364 661532**

**Email: parishclerk@dunchideock.org.uk**

 10th May 2017

**To Members of Dunchideock Parish Council.**

You are hereby summoned to attend the Annual council meeting of Dunchideock Parish Council, to be held **on Tuesday 16th of May 2017 at 7.30 pm following the Annual Parish meeting in the Village Hall, Dunchideock for the purpose of transacting the following business.**

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

*Carol Retallick*

Clerk to the Council

## **Annual Parish Meeting Agenda**

1. Apologies for Absence

2. Minutes – to approve the minutes from the last meeting held on 9th May 2016

3. Chairman’s report from 2016/17

4. Reports from local organisations and clubs

5. Open discussion.

**Annual Council Meeting Agenda**

1. Election of Chairman – acceptance of declaration of Office.

2. Election of Vice Chairman

3. Minutes – to approve the minutes of the last Annual council meeting held on 9th May 2016.

4. Appointment of committees

 a) Review terms and reference for committees

5. Appointment of Councillor for specific responsibilities on outside bodies

 TALC

 Village Hall

 PCC

 Neighbourhood Watch.

6. Review and adoption of Standing Orders and Financial regulations

7. Fixed Asset Register – review and adopt

8. Insurance cover – Review and confirm arrangement for cover.

9. Establish a complaints procedure

10. Establish council procedure for handling requests made under the freedom of information act and review the Data protection Act 1990.

11. Review the council’s policy for dealing with press/media

12. Setting dates and times for ordinary council meeting for the year ahead.

**Ordinary meeting of the parish council**

1. PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 1d and 1e).

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

2. Apologies For Absence:

### 3. 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.

4. District and County Councillor Reports -

### 5. Minutes – to approve and sign the Minutes of the meeting held on the 21st March 2017.

6. Clerks Report

7. Matters raised by the Chairman (for information)

8. Casual Vacancy – Co-option of councillor

a) Declaration of acceptance of office

9. Planning Applications - Teignbridge District Council has asked for comments from the Parish Council on the following planning applications:

 a) Any planning application arriving after the agenda has been published.

Planning Decisions – none received

10. FINANCE

Expenditure

 Village hall hire £ 100.75

 Clerks salary 8wks @ £11.30ph £ 180.80

 Viking direct printer ink 11.49 + 2.29vat = £ 13.78

Income

 Precept £1257.18

Bank Reconciliation and Statement

11. Councillors' Reports (for information)

12. Meetings Attended – Reports and items for Information

**The next council meeting will be on Tuesday 18th July 2017, 7.30pm in the Village Hall**

Email Circulation

Recycling Update - Update Special Edition - Devon Funding News (updates 22 March 2017) - Online TDC Agendas and Report - Haldon Travellers Site – Expansion - Invitation to Haldon Forest Park on 11 May 2017 - Your monthly newsletter from Healthwatch Devon - Spring Meeting/ Management team - TALC Meeting 30th March 2017 - Draft Minutes - Reach new heights with Devon Communities Together - TDC new website - Your copy of Healthwatch Voices (Spring 2017) is now available to download - Funding News April 2017 - Your latest newsletter from Devon ALC - Teignbridge Area Neighbourhood Watch Spring Meeting - May Tour - Teignbridge CVS Learning Programme - Invitation to Haldon Forest Park - CHANGE OF DATE