

DUNCHIDEOCK PARISH COUNCIL

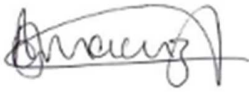
Parish Clerk - Mr A McKenzie - clerk@dunchideockpc.co.uk

DATE OF PUBLICATION: 10 August 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that the Annual Meeting of Dunchideock Parish Council, at which your attendance is summoned will be held at Dunchideock Village Hall, School Lane, Dunchideock, EX2 9UG on **Wednesday 16 August 2023** at 7.00 p.m. to transact the business specified in the following Agenda as set out.

Members of the public and press are welcome to all council meetings.



Andrew McKenzie BSc, CertHE, PSLCC
Clerk to the Council

AGENDA

1. Apologies for absence

To receive, note and where requested approve the reasons for absence.

2. Declarations of Interest

To declare any disclosable interests relating to the forthcoming items of business.

3. Public Discussion - *Standing Orders to be suspended* (not to exceed 10 minutes – not to exceed up to 3 minutes per speaker). An opportunity for members of the public to make comments on any item on the agenda.

Standing Orders to be reinstated.

4. Minutes

- (a) To approve, sign, and adopt the minutes of the Parish Council meeting held on 27 June 2023 as a correct and accurate record.
- (b) To approve, sign, and adopt the minutes of the Parish Council meeting held on 19 January 2021 as a correct and accurate record.
- (c) To approve, sign, and adopt the minutes of the Parish Council meeting held on 12 January 2021 as a correct and accurate record

5. Standing Orders

The Parish Council is recommended to adopt the Model Standing Orders as provided by the National Association of Local Councils.

6. Financial Regulations

The Parish Council is recommended to adopt the model Financial Regulations as provided by the National Association of Local Councils.

7. Code of Conduct

The Parish Council is recommended to adopt the Local Government Association's Model Code of Conduct.

8. Civility and Respect Pledge

The Parish Council is recommended to adopt the Civility and Respect Pledge as put forward by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW).

9. Communication Policy

The Parish Council is recommended to adopt the proposed Communication Policy.

10. Parish Council Vacancy

The Parish Council is recommended to invite applications from any eligible person to join the Parish Council, to be considered at the next meeting.

11. Update on Finances

The Parish Council is recommended to note the following updates:

- (a) Signatories have been added as agreed in previous meeting
- (b) Old signatories not yet removed (to be done)
- (c) Bank statements accessed online, not reviewed or analysed (summary to be given at the next meeting). Balance currently at £17,536.81
- (d) No evidence of any old contractual commitments outstanding for the council
- (e) Wordpress for business £240 per annum to host website
- (f) 2 years registration of dunchideockpc.co.uk - £15.59
- (g) Budget is missing for 2023 and will be presented at the next meeting

The Parish Council is recommended to approve the following:

- (h) 5x Google accounts at £6 per month per user - *note currently the Chairman, and Clerk have accounts resolved under delegated authority. In total this would be £504 per annum.* This gives online, backed up document control and secure, manageable email accounts.

12. Parish Council Insurance

The Parish Council is recommended to consider any quotations received in respect of providing insurance for the Parish Council's operations (to be circulated if and when received).

13. Update - other matters

The Parish Council is recommended to note the following updates:

- a. Laptop retrieved, re-installed. Documents and emails backed up.
- b. New basic website setup at www.dunchideockpc.co.uk

- c. Printer received, however not in use and not needed. We will instead agree a cost per page based on a fair usage calculation.
- d. All PC files in the Chairman possession and will be handed over to the Clerk, along with the laptop.

14. Schedule of Meetings

The Parish Council is recommended to approved the following schedule of meetings:

13 September 2023

11 October 2023

8 November 2023

13 December 2023

10 January 2024

14 February 2024

13 March 2023

10 April 2024

8 May 2024 (Annual Meeting of the Parish - 6.30 p.m.)

8 May 2024 (Annual Meeting of the Parish Council on the rising of the Annual Meeting of the Parish)

15. Exclusion of the Press and Public

The Parish Council is recommended to approve the following resolution:

“That in accordance with the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting for the duration of the following items on the basis that the information to be disclosed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”

Part II

16. Vexatious Persons

To consider the status of persons previously deemed to be vexatious by the Parish Council, and resolve appropriate action.