### **DUNCHIDEOCK PARISH COUNCIL**

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

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

 9th May 2018

**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 15th of May 2018 at 7.30 pm 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 Council Meeting Agenda**

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

2. Apologies for Absence:

3. Election of Vice Chairman

4. 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.

5. Minutes – to approve the minutes of the last Annual council meeting held on 16th May 2017.

6. Appointment of committees –

 a) Consider creating new committee and setting the terms and reference.

7. Appointment of Councillor for specific responsibilities including on outside bodies

 TALC Village Hall

 PCC Neighbourhood Watch and footpaths

 Highways and Environment Planning advice

8. Agree and review the bank signatures

9. Review and adoption of governance documents - Standing Orders (new NALC 2018 version), financial

regulations, Internal control policy statement, Code of Conduct, Fixed Asset Register, Risk Assessment, Freedom of information publications scheme, Complaints Policy.

10. Internal auditor – up date on internal Audit

11. Agreement of date for the exercise of public right (Audit) - End of Year accounts and annual return –

 Review and agreed the end of year accounts complete the annual return and decision on exemption

 Certificate.

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

13. Employment – Agreement for advertising the Clerks position

 Agree the hours of employment

 Agree the rate of pay

 Discuss outsourcing the PAYE payments.

14. Setting dates and times for ordinary council meeting for 2018/2019.

**Ordinary meeting of the parish council**

15. 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 10 minutes.

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

16. Reports from District and County Councillor and Police -

### 17. Minutes – to approve and sign the Minutes of the meeting held on the 20th March 2018.

18. Clerks Report.

19. Matters raised by the Chairman (for information)

20. Planning Applications - Teignbridge District Council has asked for comments from the Parish Council on

 the following planning applications: None at the moment

 Planning Decisions – none received

21. FINANCE

Expenditure

 Clerk’s expenses 207.80

DALC – Subscription £55.73 +vat 8.33 64.06

DALC – Cllr Training 120.00

Insurance - 218.00

Income

 Precept £1415.94

Bank Reconciliation and Statement – to confirm cheques presented for payment, acknowledge sight of the bank statements.

22. Provision of Defibrillators

23. Councillors' Reports (for information)

24. Meetings Attended – Reports and items for Information

Email Circulation

TALC Meeting Thursday 29th March 2018/ Request for non-contentious parking restrictions 2018-19 financial year/ TALC Meeting 29 March 2018 - Draft Minutes/ TALC Meeting 29 March 2018 - Draft Minutes - additional information/