

**Annual Meeting of the Parish**  
**7pm on Tuesday 15 May 2018, Morebath Village Hall**

**Members of the Public are Welcome**

1. Apologies for absence
2. Minutes of the last meeting held 9 May 2017
3. Matters arising from the minutes of 9 May 2017
4. Chairman's Report for 2017/18
5. Parish Council financial report 2017/18
6. Other matters raised by those present

Followed by:

**Annual Meeting of Morebath Parish Council**  
**7.30pm on Tuesday 15 May 2018, Morebath Village Hall**

MEMBERS: Cllr Jeffrey Andrew, Cllr Tony Conway (\*), Cllr Merv Adams (\*),  
Cllr Bob Hatton Cllr Peggy Reed (\*) Cllr John Wescott (\*) Cllr John Briden

All members are summoned.

Clerk: Sue Squire

**Invited**

<b>Cllr Polly Colthorpe</b>	-	County & District Council Representative
<b>Cllr Ray Stanley</b>	-	District Council Representative
<b>Cllr Andrew Moore</b>	-	District Council Representative

Members of the public are also invited to attend and have the opportunity to speak in item 13 only

**AGENDA**

1. Members to bring their completed Register of Members Interests forms for 2018/19

**Election of Chairman**

2. Election of Chairman of the Council
3. Chairman to read and sign Declaration of Acceptance of Office
4. Election of Vice Chairman of the Council

**Apologies and Declaration of interests**

5. Apologies
6. Declarations of interest

7. Dispensations to councillors

**Working Committees, Councillor Representatives, Members Remuneration**

8. Election of Working Committees:

8.1 Environment: it is proposed the informal working group bring proposals to full Council for discussion and decision

8.2 Road Safety: it is proposed the informal working group bring proposals to full Council for discussion and decision

8.3 Planning: to agree the process for dealing with planning matters – see Supplementary Information 1

8.4 Personnel: it is proposed that all matters are dealt with by full Council

8.5 Finance:

8.5.1 Council to select one Member (not Chairman or bank signatory) to review bank transactions at least quarterly in accordance with Financial Regulation 2.2.

8.5.2 It is proposed that all other financial matters are dealt with by full Council

9. Areas of liaison: to select representatives for the following:

9.1 Highways

9.2 Footpaths

9.3 Communication

9.4 Church

9.5 Village hall

9.6 Planning

10. Councillors remuneration

10.1 It is proposed that Councillors should claim reasonable expenses for attending training but not for attending meetings

10.2 It is proposed that councillors receive no expenses for carrying out their duties

**Annual Review of Governance and Accounts**

11. Annual review of matters in accordance with Council Standing Orders and Financial Regulations:

11.1 Review Standing Orders and Financial Regulations: it is proposed to approve the new version of Standing Orders supplied by the National Association of Local Councils and the currently adopted Financial Regulations.

11.2 Councillors to confirm they have copies of the Code of Conduct, Standing Orders and Financial Regulations.

11.3 To confirm subscriptions to the following bodies:

- Devon Association of Local Councils

In Supplementary Information 1

11.4 To review and approve the council's complaints procedure

11.5 To review and approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

11.6 To review and approve the council's policy for dealing with the press/media

11.7 To review and approve the statement of financial controls

In Supplementary Information 2

11.8 To review of the Council's inventory of assets

11.9 To confirm arrangements for insurance cover in respect of all insured risks  
Information

In Supplementary Information 3

11.10 To review the risk assessment for the council and approve any mitigating actions required.

In Supplementary Information 4

11.11 To consider and approve the council's Equality Policy

11.12 To consider and approve the council's Grant Giving Policy

11.13 To consider and approve the council's Safeguarding Policy

11.14 To consider and approve the council's Data Protection Policy and Privacy Notice

12. Internal Audit: To note the findings and recommendations from the internal audit if completed

13. To approve the accounts for the year ended 31 March 2018

14. Annual Governance Statement: To approve and sign the Annual Governance Statement for 2017/18

15. Accounting Statements 2017/18: to consider, approve and sign the Accounting Statements

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**General Council Business**

16. Open Forum – members of the public, and councillors with an interest have the opportunity to address the meeting (limiting their contribution to 3 minutes)

17. Minutes of the meetings held on 19 March 2018 (minutes have been circulated)

17.1 To be agreed as true and accurate record and to be signed by the Chairman

17.2 Actions arising:

- Clerk to advise Cllr Heal's (MDDC Chairman) PA regarding his attendance
- Cllr Conway to complain direct regarding excess material in potholes being dumped at various locations
- Clerk to make contact with PCSO and obtain report for the Annual Parish Council Meeting
- Cllr Conway to order two Allen keys for the notice board, remove rusty chain and remind Post Office Ltd that a reply is awaited
- Cllr Conway to obtain a tarpaulin for grit salt storage
- Clerk to include details of how to report potholes and other issues via the DCC interactive website in Signpost
- Cllr Hatton to walk Footpath 3 to investigate an alleged electric fence
- Clerk to check that MDDC has noted details of grass cutting for 2018
- Cllr Westcott to clarify with former Clerk on action agreed at the January meeting regarding the defibrillator

18. Reports

18.1 County Councillor (PC)

18.2 District Councillor (RS) (AM)

18.3 Police (PCSO)

19. Planning. At the time of preparing the Agenda there were no Planning Applications or Planning Correspondence to consider.

20. Finances 2017/18 (Clerk)

20.1 Current financial position

20.2 Agree the allocation of reserves from the budget

20.3 Clerks salary: to approve an inflationary increase of 1.7% in the Clerk's salary in line with the NALC 2018 recommended pay rates, payable from 1 April 2018

20.3 Payments to ratify if applicable.

20.4 Payments to approve:

Ch.No.

- |   |         |
|---|---------|
| • Mrs S Squire salary / HMRC (March/April/May)<br>£314.52             |         |
| • Mrs S Squire expenses   | £13.70  |
| • DALC 2018/19 subscription   | £77.36  |
| • Community First Insurance Renewal due on 1/6/18                     | £TBA    |
| • Adams & Ellicott Ltd. Footpath repair, rehangng gate,<br>gate posts | £146.40 |

20.5 NatWest. Authorisation for signature to amend contact details to Mrs Squire.

21. Other items for noting only:

- a. Cllr Conway has attended MDDC Planning Training on 28/3/18
- b. Clerk has attended GDPR training on 19/4/18 in Exeter
- c. Clerk is attending MDDC GDPR training on 30/5/18 in Tiverton
- d. Clerk is attending Making Good Decisions Course in Exeter on 12/7/18

22. Next meeting: **Tuesday 3 July 2018, 7.30pm**

Sue Squire (Clerk) Dated: 8 May 2018

(\*) Bank Mandate Signature