



Access to the Remote Meeting: The press and public are welcome and are encouraged to attend meetings. The Parish Council will however be meeting online using zoom software for the foreseeable future to protect the public and members from spreading the virus. Public with a telephone line or an internet connection can still join the meetings via the links below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/81468125823?pwd=Sk1zVHBzaU1K2s0MFhKTW5zaUoxQT09>

Meeting ID: 814 6812 5823

Passcode: 067918

Find your local number: <https://us02web.zoom.us/u/kcUsX3xQbK> Note: Calls are charged at zoom rates and are payable by the user. More information at <http://zoom.us/zoomconference/rates>

Dear Councillor,

You are hereby summoned to attend the annual meeting of the Parish Council to be held on Tuesday 4th May 2021 at 7.00pm, via Zoom, for the purposes of transacting the following business:

ANNUAL COUNCIL MEETING AGENDA

1. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3c to 3i

2. ELECTION OF CHAIRMAN

To elect the Chairman of the Council for 2021-22 and to receive the Chairman's Declaration of Acceptance of Office

3. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Council for 2021-22 and to receive the Vice-Chairman's Declaration of Acceptance of Office

4. APOLOGIES FOR ABSENCE

To accept apologies for absence. Under Section 85 of the Local Government Act 1972, members present must decide whether the reason(s) given for a member's absence are acceptable

5. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting



6. MINUTES

To accept as a true record the minutes of the meeting of the Parish Council held on 6 April 2021

7. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS

To agree the appointment of Council Committees and Working Groups below and to appoint Members to Council Committees and Working Groups for the year 2021-22

Planning Committee – Chairman, Vice Chairman and 7 other Councillors

Finance and Policy Committee – Chairman, Vice Chairman and 7 other Councillors

Open Spaces Committee – Chairman, Vice Chairman and 4 other Councillors

Climate Change & Ecological Emergency Working Group

Post Office Working Group

Electrical Charge Point Working Group

Pedestrian Scheme Working Group

8. APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES

To appoint the Chairman of each Parish Council Committee

9. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

To review and confirm parish Council representatives on community and other groups:

1. Friends of Moretonhampstead Library (FoML)
2. Wellmoor
3. Moretonhampstead Development Trust (MDT)
4. Moretonhampstead Information Centre
5. Moretonhampstead Association of Youth (MAY)
6. Trustees, Bowring Library Trust
7. Devon Association of Local Councils (DALC)
8. Teignbridge Association of Local Councils (TALC)
9. Moretonhampstead Action on Plastics (MAPS)

10. APPOINTMENT OF INTERNAL FINANCIAL REGULATOR

To appoint the Internal Financial Regulator to carry out monthly internal checks on the Council's accounts

11. CHAIRMANS ALLOWANCE

To agree the Chairman's Allowance of £100

12. REVIEW AND ADOPTION OF PARISH DOCUMENTATION

To review and adopt the Standing Orders and the Policies in place listed below:

- Code of Conduct (Approved Mar 2020)



- Complaints (Approved Nov 2019)
- Coronavirus Risk Assessment (Mar 2020)
- Data Protection (Approved Dec 2020)
- Disciplinary and Grievance (Approved Mar 2020)
- Financial Regulations (Approved May 2018, reviewed May 2021 by Finance and Policy committee)
- Grant Awarding Policy (Approved Mar 2021)
- Health and Safety (Approved Dec 2019)
- Pensions and Discretions (Approved Mar 2018)
- Risk Assessment (Approved Dec 2019, reviewed May 2021 by Finance and Policy committee)
- Sickness Absence (Approved Mar 2020)
- Terms of Reference Planning Committee (Approved May 2018)
- Terms of Reference Finance and Policy Committee (Approved May 2018)
- Terms of Reference Open Spaces Committee (Approved May 2018)
- Virtual Meetings Protocol (Approved Jun 2020)

13. BANK SIGNATORIES

To confirm Council's current duly authorised bank signatories as follows:

View and submit level of access: Samantha Parkin

View and authorise level of access: Cllrs Vivienne Hodges, Mike Warner, Jan Evans and Paul Dodd

14. APPOINTMENT OF INTERNAL AUDITOR

To review the appointment of Sian Colridge as the Parish Council's Internal Auditor

15. INTERNAL CONTROLS

To review the Council's Internal Controls (report attached)

16. COUNTY COUNCILLOR REPORT

To receive the County Councillor's Report

17. MATTERS ARISING FROM THE MINUTES

To ensure the tasks actioned at the previous meeting have been completed:

1. The Clerk has submitted the VAT return for 2020/21
2. The Clerk has arranged for a new gate post to be fitted at the Allotment
3. The Clerk has arranged the repairs to the phone box with Wellmoor
4. The Council have signed the Devon Climate Declaration

18. CHAIRMAN'S DISCRETION

To note matters under the Chairman's discretion

19. DISTRICT COUNCILLOR'S REPORT

To receive the District Councillor's Report



20. OPEN SPACES REPORT

To receive the Chair of Open Spaces Report

21. CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

To receive the monthly report

22. INTERNAL FINANCIAL REGULATOR

To receive the report of the Internal Financial Regulator

23. SCHEDULE OF PAYMENTS

To approve the list of payments (to be tabled at the meeting)

24. CORRESPONDENCE

To receive correspondence (attached) and to agree any response:

1. Email received from Devon and Somerset Fire and Rescue service regarding Understanding risk in our communities – a request for information
2. Email received querying a reduction in churchyard fees

25. INSURANCE

To review the Council's insurance quotes and agree the Council's insurance cover commencing 1st June 2021

26. GEORGE BIDDER MEMORIAL

To approve the opening ceremony plans and agree the Council's contribution

27. ACCESSIBILITY SYUDY

To consider Wellmoor's Accessibility study proposal (attached)

SIGNED: *Samantha Parkin* (Parish Clerk) **DATE:** 27/04/2021