# Germansweek Parish Council

You are summoned to attend The Annual Meeting of Germansweek Parish Council followed by an Ordinary Meeting (239)

From 7:30pm on Wednesday 15th May 2024 in the Village Hall

The press and members of the public are invited to attend. The meeting commences with an open forum – come and ask questions, raise your ideas and concerns

Rachel Ward

Clerk, Germansweek PC

10th May 2024

## AGENDA - Annual Meeting

## Open Forum

## Outgoing Chairman's Welcome:

## Election of Chairperson:

## Election of Vice-Chairperson:

## Cllrs to sign acceptance of office.

## Close of annual meeting

## AGENDA - Ordinary Meeting

Public Open Session: To receive comments and questions from members of the public (restricted to 15 mins)

1. Apologies: To receive and consider apologies
2. Report from West Devon: (Councillors Mott/Southcott)
3. Declaration of interests: Councillors to advise of any interests in agenda item/s and to remind councillors to keep their register of interests up to date with WDBC and the Clerk.
4. Minutes: To agree and sign minutes 23rd April 2024 (238)
5. Areas of special interest to councillors – roles assigned. Potential roles are: Snow warden, Roads and ditches, P3, Finance, Events coordinator, Jubilee Woods, High speed broadband, Phone boxes, Flag pole.
6. Planning:
   1. Planning applications None
   2. Other planning issues - non decision making: None
7. Finance:
   1. Bank reconciliation, Budget monitoring (RFO Report):
   2. To agree the Clerks new contract becoming Clerk/RFO – Chair to sign.
   3. Audit: to note and approve this year’s audit -
      1. Internal audit
      2. Governance Statement
      3. Accounting Statement
      4. Exemption Certificate
   4. To review asset register,
   5. To review and approve the use of CHAPS or BACS as a valid payment method.
   6. To approve the following payments:

Keith Greenaway - Internal Audit £15.00

HMRC £101.00

Clerk’s Wages £361.32

RFO’s Wages £43.20

Insurance As quoted – tie in year 2

Germansweek Village Hall £200.00

Germansweek PCC £175.00

To note refund of training Cllr J JONES +£10.00

1. To review and approve Policies and risk assessments
   1. Financial Regulations
   2. Standing Orders
   3. Risk assessment
   4. Standing Order for Supply of Goods and Services May 2024
   5. Accessibility Statement
   6. GDPR – Privacy Statement
   7. Code of conduct
   8. Councillor-Officer Protocol
   9. Grievance Policy
2. Roads and Ditches: update
3. Hi speed broadband: (Cllr Watkinson)
4. Footpaths P3: (– update )
5. Correspondence:
6. Items for future agenda: as raised
7. Date of next meeting: 19th June 2024 at 7:30 in the Village Hall