# Germansweek Parish Council

You are summoned to attend The Annual Meeting of Germansweek Parish Council followed by an Ordinary Meeting (228)

From 7:30pm on Wednesday 17th May 2022 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

12th May 2022

## Minutes - Annual Meeting 17th May 2023

## Open Forum

## Signing of Declaration of acceptance. All signed and witnessed

## Outgoing Chairman's Welcome: outgoing Chairman welcomed everyone to the meeting

## Election of Chairperson: Cllr Lynne Moyse was elected Chairman for the coming year

## Election of Vice-Chairperson: no vice chair was chosen – should it be necessary a chair will be elected on an ad hoc basis.

## Close of annual meeting 19:40

## Minutes - Ordinary Meeting 17th May 2023

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

1. Apologies: To receive and consider apologies - Cllr Mott and C Walker, accepted.
2. Report from West Devon: (Councillors Mott/Southcott) Due to a newly elected Member resigning almost immediately following the election the new council will not form until after the by-election
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. No interests declared
4. Minutes: To agree and sign minutes 19th April 2022 (227) ***Agreed***
5. Areas of special interest to councillors – roles assigned. Potential roles are: Snow warden – Cllr Moyse, Roads and ditches - Cllrs Jones and Yeo, P3 - Cllr Millgate and Mr Pullinger (who is happy to support for a while), Finance – None as yet, Events coordinator – none as yet , Jubilee Woods – Cllr Millgate, High speed broadband – Cllr Watkinson, Phone boxes – Cllr Jones, Flag pole – Cllr Yeo
6. Planning:
   1. None
   2. Other planning issues - non decision making: None
7. Finance:
   1. Bank reconciliation, Budget monitoring (RFO Report): ***Agreed***
   2. Audit: to note and approve this year’s audit -
      1. Internal audit - ***Approved***
      2. Governance Statement - ***Approved***
      3. Accounting Statement - ***Approved***
      4. Exemption Certificate - ***Approved***
   3. To note precept payment of £2,485.00 ***noted***
   4. To review asset register ***reviewed and approved***
   5. To review the PC Insurance offer. (three year tie in recommended) ***Agreed*** the tree year tie in
   6. To review and approve the use of CHAPS or BACS as a valid payment method. ***Approved***
   7. To approve the following payments:

Keith Greenaway - Internal Audit £15.00

HMRC £92.40

Clerk’s Wages £331.18

RFO’s Wages £39.32

Insurance £164.88

Germansweek Village Hall £200.00

Germansweek PCC £175.00 ***Payments agreed***

1. To approve updated Policies and risk assessments and approve 8.8
   1. Financial Regulations
   2. Standing Orders
   3. Risk assessment
   4. Standing Order for Supply of Goods and Services May 2023
   5. Accessibility Statement
   6. GDPR – Privacy Statement
   7. Code of conduct
   8. Councillor-Officer Protocol ***All agreed***
2. Roads and Ditches: (Clerk Cllr Watkinson) update - pinch points are causing issues but these are usually dealt with by highways in July
3. Hi speed broadband: (Cllr Watkinson) Cllr Watkinson has requested an update but is waiting for a response.
4. Footpaths P3: (– update )Mr Pullinger will host a meeting with Ros Davis and Cllr Millgate on 22nd June – Ros will be invited to attend a meeting in July
5. Website – (clerk’s report). <https://germansweekpc.co.uk> the audit will be posted asap
6. Correspondence: None

Meeting closed at 21:15

1. Date of next meeting: 21stth June 2023 at 7:30 in the Village Hall