# Germansweek Parish Council

The Minutes of 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

Present: Cllrs Moyse, Watkinson, Jones, Millgate and Morris. WDB Cllr Mott Clerk R Ward

## AGENDA - Annual Meeting

## Open Forum

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

## Election of Chairperson: Cllr Moyse was re-elected chairman

## Election of Vice-Chairperson: It was ***agreed*** that there would be no vice chair, but that, in the chairs absence a temporary chair will be selected on an ad hoc basis.

## Cllrs to sign acceptance of office. This will be done at the next meeting

## 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 - **None**
2. Report from West Devon: (Councillors Mott/Southcott) Emailed round Cllr Mott gave a brief description of her visit to the bio-digester.
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. ***None***
4. Minutes: To agree and sign minutes 23rd April 2024 (238) ***Agreed***
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.

Cllr Watkinson: Flag Pole, High-speed broadband

Cllr Jones: Roads and ditches, grass cutting – saltbox at Roadford, triangle at Parsonage X

Cllr Moyse: Snow warden

Cllr Milgate: P3, Jubilee Woods

Cllr Morris: phone boxes, events coordinator

1. Planning:
   1. Planning applications ***None***
   2. Other planning issues - non decision making: ***None***
2. Finance:
   1. Bank reconciliation, Budget monitoring (RFO Report): ***Agreed***
   2. To agree the Clerks new contract becoming Clerk/RFO – Chair to sign. – next month
   3. Audit: to note and approve this year’s audit -
      1. Internal audit
      2. Governance Statement
      3. Accounting Statement
      4. Exemption Certificate ***Approved***
   4. To review asset register, ***Approved***
   5. To review and approve the use of CHAPS or BACS as a valid payment method. ***Approved***
   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 ***All Approved***

To note refund of training Cllr J JONES +£10.00 ***Noted***

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 ***All Approved***
   10. Internal Control needs some updating
2. Roads and Ditches: update Cllr Jones is measuring pot holes and reporting as many as she can
3. Hi speed broadband: (Cllr Watkinson) Cllr Watkinson is still trying to get information on the voucher scheme. Airband have not been heard from
4. Footpaths P3: (– update) nothing to report.
5. Correspondence: None
6. Items for future agenda: internal control, clerk’s contract. Chair’s acceptance of office
7. Date of next meeting: 19th June 2024 at 7:30 in the Village Hall