



Notice is hereby given of the following Annual Parish, Annual Council and Ordinary meeting to be held on
Thursday 3rd May 2018 in Doddyscombsleigh School starting at 7.30pm

AGENDA

Annual Parish Meeting of the Electors of Doddyscombsleigh

1. Apologies for Absence & Declarations of Interest
2. Ratification of Minutes of the Annual Meeting of the Electors held on 4th May 2017 (circulated)
3. Chairman's Report for the year 2017/18
4. Officer's Reports for the Year:
Footpaths, Neighbourhood Watch, Events co-ordinator, Emergency Planning, Website - (Cllr Plummer)
Highways, Parish Path Partnership, Information sharing from DALC, Public Information, Public Noticeboard, Church - Cllr Hewitt)
Planning, Affordable Housing, Defibrillator, School Playing Field - (Cllr Turney);
5. Ideas for Future Projects and Electronic Communication from the Public
6. Vacancy for a Councillor Position – (Cllr Plummer)
7. Open Discussion for Parishioners
8. Close

Annual Council Meeting

1. Apologies for Absence & Declarations of Interest
2. Election of Chairman and Vice-chairman
3. Appointment of Councillors dedicated responsibilities
4. Ratification of Minutes of the Annual Council Meeting held on 4th May 2017 (circulated)
5. Review of Governance Documents and Registers
 - 5.1 Standing Orders
 - 5.2 Code of Conduct and Register of Interests
 - 5.3 Statement of Internal Control
 - 5.4 Financial Regulations
 - 5.5 Complaints Procedure
 - 5.6 Risk Register and Insurance Cover
 - 5.7 Asset Register
6. Adopting the following Policies
 - 6.1 Website Advertisement Policy
 - 6.2 Publication Scheme under the Freedom of Information Act
 - 6.3 Data Audit Schedule and Document Retention
 - 6.4 Privacy Policy – General
 - 6.5 Privacy Policy – Staff and Councillors
7. Approval of Annual Governance and Accountability Return 2017/18
 - 7.1 Internal Auditor's Report
 - 7.2 Approval of Governance Statement
 - 7.3 Approval of Statement of Accounts
 - 7.4 Decision about Certifying the Parish Council as Exempt from External Audit
8. Review of the Memorandum of Understanding with Doddyscombsleigh Primary School Governing Body
9. Review of subscriptions to other bodies

10. Time and place of next meetings until the next Annual Meeting
11. Close

Ordinary Council Meeting

Open Forum – For public views on items on this agenda
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1. **Ratification of Minutes of Previous Meeting (circulated)** - Ordinary meeting of 15 March 2018
2. **Apologies for Absence & Declarations of Interest**
3. **County & District Councilors' Reports**
4. **District Councillor's Email regarding the Parish Council Meeting held on 15th March**
5. **Highways & Footpaths** – Cllr Hewitt
6. **Matters Arising**
 - 6.1 **Circular Tree Seat for Triangle** – Cllr Hewitt
 - 6.2 **Speed Limit in the Parish** – Cllr Hornby
 - 6.3 **Conservation Area Presentation** - Clerk
7. **Planning Application: 18/00801/VAR**
Location: Mistleigh Farm Barns, Doddcombsleigh
Proposal: Variation on conditions 2 & 10 on planning permission 17/02394/FUL to allow storage of materials necessary for the repair and maintenance of the land and buildings
8. **Finance**
 - 8.1 **Report** – Bank account balance, balance of received grants, budgeted and actual payments
 - 8.2 **Approval of expenditure**

DALC membership fee	
DALC training course fee (GDPR)	
TP Jones payroll agent fee	
Information Commissioner fee	
HMRC	
Clerk's salary and expenses	
Stationery	
Antivirus program for computer	
Refreshments for community litter pick	
Plants for community areas	
Plants for public area in the school	
DALC training course fee (New councillor, Cllr Hornby)	
Gift card for internal audit	
Insurance	
Room hire for meetings	
9. **Clerks Correspondence** – Recent urgent correspondence not covered above
10. **Chairman's Remarks**
11. **Date of Next Meeting** – Thursday 5 July 2018

Clerk to the Parish – Agnes Miller 27 April 2018