

**Minutes of the Annual Meeting of ALL SAINTS PARISH COUNCIL
of 13th May 2019 at All Saints Pavilion, All Saints, held at 7.30pm**

Present: Cllrs. A. Forbes (Chair), R. Speed (Vice-Chair),
P. Barrett, J. Hubbard and A. Lightfoot.
Clerk of the Council, Paul Hayward (also present as EDDC Ward member for Yarty)
Tim Pedder, Hon. P3 Footpath warden
5 members of the public.

Meeting opened at 7.30pm and Chair pointed out fire exits and regulations.

AM1/19 Election of Chair

Being an election year, Cllr. Forbes (as outgoing Chair) sought nominations for the Chair.
Cllr. Barrett nominated Cllr. Forbes.
Seconded by Cllr. Speed. No further nominations. Resolved unanimously.
Cllr. Forbes was duly elected as Chair of All Saints Parish Council.

AM2/19 Signing of Chair's Declaration of Acceptance of Office

Cllr. Forbes duly signed confirming his election as Chair of the Council.

AM3/19 Election of Vice-Chair

Chair sought nominations. Cllr. Hubbard nominated Cllr. Speed for Vice-Chair
Seconded Cllr. Lightfoot. Resolved unanimously. Cllr. Speed duly elected as Vice Chair

AM4/19 Signing of Vice-Chair's Declaration of Acceptance of Office

Cllr. Speed duly signed confirming his election as Vice Chair of the Council

AM5/19 Signing of Councillor's Declarations of Acceptance of Office

All other Councillors signed their Declarations witnessed by the Proper Officer

AM6/19 Apologies for Absence.

All members of Council in attendance. Apologies received from County Councillor,
Ian Hall, Webmaster Dave Wicken and Hon. Tree Warden, Kevin Feeney. NOTED.

**AM7/19 i) To review minutes of previous Annual Meeting of Council
held 1st May 2018**

Minutes of the previous Annual Meeting on 1st May 2018 had been
previously adopted by Council on 29th May 2018. Reviewed and noted.

Matters arising from these minutes

There were no matters arising.

AM8/19 To appoint Responsible Financial Officer for 2019/20 financial period

Chair proposed that the Clerk, Paul Hayward, continue in this role. Seconded Cllr. Speed.
Resolved unanimously.

AM9/19 To consider payment of Chairman's Allowance for 2019-20

Cllr. Barrett proposed that the Chair be permitted to spend up to £200 in this
financial year in respect of his reasonable expenses incurred in that role.
Clerk reminded Cllrs. that any payments would be via reimbursements, not paid direct.
Seconded by Cllr. Hubbard. Resolved unanimously.

AM10/19 To consider payment of Member's Allowance for 2019-20

Cllr. Hubbard proposed that NO members allowances be paid in the current financial year. Seconded by Cllr. Lightfoot. Resolved unanimously.

AM11/19 Election of Representatives from members and parishioners

Village Hall Representative	Cllr. Lightfoot.
Emergency Planning Representative	Appointment deferred until July meeting
School Representative	Libby Dibble
DALC Representative	Presiding Chair
All Saints Church Representative	Alan Storey was proposed. No objections.

AM12/19 Nominations for Honorary Footpath Warden (P3)

Tim Pedder kindly agreed to act as the HFW for the forthcoming year in the absence of any other nominations. Agreed unanimously.
Chair thanked Tim for his continued help in this area and also thanked the previous warden, Libby, for her many years of service to the Council, and Parish, in this respect.

AM13/19 Nominations for Honorary Tree Warden

Kevin Feeney (absent) had previously agreed to act as the HTW for the forthcoming year, in the absence of any other nominations. Agreed unanimously. It was noted that Mr. Feeney had expressed his intention to stand down from this role and that another Tree Warden would be sought in the coming months.

AM14/19 Nominations for Honorary Webmaster

Dave Wicken (absent) had previously agreed to act as the Webmaster for the forthcoming year, in the absence of any other nominations. Agreed unanimously.
Chair asked that Council's thanks be passed to Mr. Wicken for his continued voluntary work for the council in keeping the website up to date and compliant.

AM15/19 To consider renewal of subscriptions to the following bodies:

- a) **NALC/DALC.** Cllr. Lightfoot proposed. Cllr. Speed seconded. Resolved
 - b) **BDHPN *** Cllr. Lightfoot proposed. Cllr. Speed seconded. Resolved
- * BlackDown Hills Parish Network (jointly with Chardstock Parish)*

AM16/19 Financial Matters to be considered:

- a) It was proposed by Cllr. Speed and seconded by Cllr. Hubbard that former Cllr. Nixon be removed from the list of authorised bank signatories and that Cllrs. Forbes and Barrett be added. Resolved unanimously. **Clerk: please arrange accordingly.**
- b) Parish Council Insurance automatically renewed 1/6/19 as per previous 3yr LTU
- c) Council agreed that the low level of current account funds, and the low interest rates available in the marketplace, made the movement of funds unnecessary.
No further action necessary.

AM17/19 To accept and approve Internal Auditors report for Financial Year 2018/19

Report was previously circulated to members as part of their review of the end of year financial documentation. Proposed by Cllr. Hubbard, Seconded Cllr. Lightfoot. Resolved unanimously. **Clerk: please forward a copy to External Auditor and publish on Parish Council website as previously.**

AM18/19 To consider and, if thought fit, approve and sign Annual Governance Statement Section ONE Annual Governance and Accountability Return 2018/19 (AGAR3)

Members considered Governance Statements 1 to 9 inclusive and gave an affirmative answer to all statements except 9, where Council has no responsibility, thus answer is Not Applicable. Proposed Cllr. Forbes. Seconded Cllr. Speed. Resolved unanimously. Signed by Chair on behalf of Council as approved (as per extant legislation).

AM19/19 To consider and, if thought fit, approve and sign Accounting Statements Section TWO Annual Governance and Accountability Return 2018/19 (AGAR3)

Members considered Accounting Statements 1 to 11 inclusive as provided by the RFO Approval proposed by Cllr. Barrett, & seconded by Cllr. Lightfoot. Resolved unanimously. Signed by Chair on behalf of Council as approved.

Clerk: Please submit both of these documents to External Auditor by 31st May 2019 Please upload to website and publish all statutory information incl. Notice of Rights.

AM20/19 To review Council policies and procedures and to formally adopt same.

Policies below have been reviewed by Councillors and no amendments were reqd.

- a) Standing Orders. Proposed Cllr. Barrett. Seconded Cllr. Lightfoot. So resolved
- b) Financial Regns. Proposed Cllr. Barrett. Seconded Cllr. Lightfoot. So resolved.
- b)i) Delegation Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- c) Disciplinary & Grievance Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- d) Complaints Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- e) Health & Safety Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- f) Grant Award Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- g) Community Engagement Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- h) Publication Scheme. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- j) Revised Code of Conduct. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved. (Clerk reminded all members that updated Register of Interests were required)
- k) Gifts, Awards and Honours Policy. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- l) Action Plan Review 2019/20. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.
- m) Asset Register review as at 31st March 2019. Proposed Cllr. Lightfoot. Seconded Cllr. Hubbard. So resolved.

AM21/19 To set date of next Annual Meeting of All Saints Parish Council

Date of next Annual meeting agreed as Tuesday 5th May 2020.

Date of next Ordinary meeting of Council scheduled for 2nd July 2019

With no further business to transact, the meeting closed at 8.00pm.

Signed:

Chair

Date:
