



Zena Tett - Parish Clerk
Exbourne with Jacobstowe Parish Council
Bouchland Farm
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I hereby give notice that the annual meeting of the Parish Council will take place on Tuesday 14th May 2019 at 8:00pm in The Village Hall, Exbourne. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

AGENDA

1. **Apologies for Absence:** to receive apologies made to the Clerk prior to the meeting
2. **Election of Officers**
 - 2.1 **To elect a Chairman**
 - 2.2 **Declaration of Acceptance of Office of Chairman**
 - 2.3 **Election of Vice Chairman**
 - 2.4 **Declaration of Acceptance of Office of Parish Councillors**
3. **Welcome** – the Chairman will welcome everyone to the meeting
4. **Minutes of the Last Meeting:** to consider the approval of the minutes of the last meeting of the Council.
5. **Co-Option of Councillors:** to consider any parishioners who wish to become a Parish Councillor
6. **Representatives to Committees**
 - 6.1 Northern Links
 - 6.2 Exbourne Playing Fields Association
 - 6.3 Link with the School
 - 6.4 P3 Co-Ordinators
 - 6.5 Finance Working Group
 - 6.6 Village Hall Committee
 - 6.7 Neighbourhood Plan Group
 - 6.8 Link with Highways
7. **Review of Banking, Insurance and Audit Arrangements**
 - 7.1 Lloyds Banking
 - 7.2 Came & Company Insurance
 - 7.3 Internal Auditor
8. **Agree/Review Processes**
 - 8.1 Standing Orders
 - 8.2 Financial Regulations
 - 8.3 Asset Register
 - 8.4 Risk Assessment
 - 8.5 Grants/Donations/Memberships
 - 8.6 2019/20 Meeting Dates and Venues
9. **Declarations of Interest:** Councillors are invited to declare any disclosable pecuniary interest, including the nature and extent of such interests they may have in any items to be considered at this meeting. They are also reminded to consider whether in the light of recent activities any items within their Register of Interests should be updated.
10. **Public Speaking Time:** members of the public are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration, at the discretion of the Chairman, during the Public Participation section of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.
11. **Borough Councillor Report:** items raised for discussion will appear on the Agenda for the next meeting.
12. **Matters Arising**
 - 12.1 Neighbourhood Plan: update from Cllr Hedley
 - 12.2 Maintenance of Parish Assets: update from Cllr Blakeman
 - 12.3 Devon Air Ambulance: for discussion
 - 12.4 Post Office Sign: update from Cllr Blakeman

- 12.5 Projector: for discussion
- 13. **New Items**
 - 13.1 Village Hall Funding: for discussion from the Annual Parish Meeting
 - 13.2 Queens Memorial: for discussion
- 14. **Planning**
 - 14.1 Hayfield House, Exbourne: appeal decision
 - 14.2 Glebe House, Exbourne: decision
 - 14.3 To discuss any applications which may arise between the date of this Agenda and the date of the meeting.
- 15. **Clerks Report**
 - 15.1 Correspondence: to note/review items listed below which have been circulated or will be available for inspection at the meeting
 - 15.1.1 Highways: temporary restriction A3079 Holsworthy Road, Halwill
 - 15.1.2 Okehampton District Community Transport Group – newsletter
 - 15.2 Internal Audit Report: for review
 - 15.3 Certificate of Exemption: for signature
 - 15.4 Annual Governance Statement 2018/19: for signature
 - 15.5 Accounting Statements 2018/19: to be reviewed and agreed
- 16. **Councillors Reports and Items for Future Agenda:** each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 17. **Finance**
 - 17.1 To consider the following payments:

17.1.1 Clerks Expenses	£123.67
17.1.2 Internal Audit	£75.00
17.1.3 Village Hall Donation	£300.00
17.1.4 DALC Membership	£129.18
17.1.5 Village Hall NP Meetings	£60.00
17.1.6 Village Hall Parish Council Meetings	£45.00
17.1.7 Ladder for Church Clock	£37.99
 - 17.2 Review the bank balance
- 18. **Date of Next Meeting:** to confirm the date of the next meeting of the council.

Z. Tett

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Date: 7th May 2019