



Zena Tett - Parish Clerk  
Exbourne with Jacobstowe Parish Council  
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I hereby give notice that the annual meeting of the Parish Council will take place on Tuesday 26<sup>th</sup> May 2020 at 7:30pm via remote link with Zoom. 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.

Link to Join Zoom Meeting: <https://plymouth.zoom.us/j/98214986891>

To telephone dial 0131 460 1196 and follow the instructions.

The Meeting ID is 982 1498 6891

## 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 remote meeting of the Council.
5. **Representatives to Committees**
  - 5.1 Northern Links
  - 5.2 Exbourne Playing Fields Association
  - 5.3 Link with the School
  - 5.4 P3 Co-Ordinators
  - 5.5 Finance Working Group
  - 5.6 Village Hall Committee
  - 5.7 Neighbourhood Plan Group
  - 5.8 Link with Highways
6. **Review of Banking, Insurance and Audit Arrangements**
  - 6.1 Lloyds Banking
  - 6.2 Came & Company Insurance
  - 6.3 Internal Auditor
7. **Agree/Review Processes**
  - 7.1 Standing Orders plus Addendum
  - 7.2 Financial Regulations
  - 7.3 Asset Register
  - 7.4 Risk Assessment
  - 7.5 Grants/Donations/Memberships
  - 7.6 2020/21 Meeting Dates and Venues
8. **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.
9. **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.

10. **Borough Councillor Report:** items raised for discussion will appear on the Agenda for the next meeting.
11. **Matters Arising**
  - 11.1 Neighbourhood Plan: update from Cllr Hedley
  - 11.2 Maintenance of Parish Assets: update from the Clerk regarding the interactive sign on the main road
  - 11.3 Devon Air Ambulance: update from Cllr Blakeman regarding the application
  - 11.4 Code of Conduct: Councillors to agree to defer this item until the end of lockdown
  - 11.5 Clerks Vacancy: Councillors to agree to defer this item until the end of lockdown
  - 11.6 Highways: Councillors to agree to defer this item until the end of lockdown
  - 11.7 Covid 19 Emergency Plan: Councillors will have received a copy of the plan for discussion
12. **New Items**
  - 12.1 Road Closure: to discuss an application received for road closure
13. **Planning**
  - 13.1 To discuss any applications which may arise between the date of this Agenda and the date of the meeting.
14. **Clerks Report**
  - 14.1 Correspondence: to note/review items listed below which have been circulated:
    - 14.1.1 Highways: temporary restriction High Street Exbourne 6th July 2020
    - 14.1.2 Highways: temporary restriction from Farthingland Cross to Red Lion, Exbourne 1<sup>st</sup> June to 2<sup>nd</sup> July
  - 14.2 Internal Audit Report: for review/approval
    - 14.2.1 Certificate of Exemption: for approval
    - 14.2.2 Annual Governance Statement 2019/20 for signature
    - 14.2.3 Accounting Statements 2019/20 to be reviewed and agreed
15. **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.
16. **Finance**
  - 16.1 To consider the following payments:

16.1.1 Clerks Expenses	£138.52
16.1.2 Came & Company Insurance Renewal – 3 year term	£648.47
16.1.3 Jill Hicks: Internal Audit	£75.00
  - 16.2 Review the bank balance
17. **Date of Next Meeting:** to confirm the date of the next meeting of the council.

*Z. Tett*

Zena Tett – Parish Clerk  
Date: 19<sup>th</sup> May 2020