

Christow Parish Council

Clerk: Mrs C Retallick, Bagtor Barton, Ilsington, Newton Abbot, TQ13 9RT. Tel 01364 661532

Email: clerk@christowparishcouncil.gov.uk

1st May 2024

To Members of Christow Parish Council

You are hereby summoned to attend the Annual Council Meeting of Christow Parish Council to be held in the **Bowden room of Teign Valley Community Hall, Christow, on Tuesday 7th May 2024 at 7.30 pm for the purpose of transacting the following business.**

Members of the public and press are welcome at all council meetings.

Carol Retallick

Carol Retallick, Clerk to the Council

ANNUAL COUNCIL MEETING AGENDA

- 1) **Election of Chairman**
 - a) Invite nominations and elect a chairman for the year.
 - b) Receive the Declaration of Acceptance of Office by the Chairman.
- 2) **Election of Vice Chairman**
 - a) Invite nominations and elect a Vice Chairman for the year.
- 3) **Appointment** of signatories for cheque payments.
- 4) **Appointment of Committees and working parties**
 - Finance Committee
 - Personnel Committee
 - Complaints & Appeals Committee
 - Allotment (working party)
 - Lenghtsman (working party)
 - Skate & Play Park weekly written checks (working party)
- 5) **Appointment of Representatives to Attend Meetings of Outside Bodies**
 - Teign Valley Community Hall
 - Teign Tennis Trust
 - Teign Valley Museum Trust
 - Christow community shop
 - Dartmoor National Park Forum
 - CCLT
 - Teignbridge DC – meeting of parishes
- 6) **Council Meetings** - to confirm dates of meetings till May 2025
- 7) **Council Policies and Terms of Reference for the committees** - Review and adoption

COUNCIL MEETING AGENDA

- 1) **Apologies and Acceptance for Absence:**
- 2) **Public Discussion** – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting.
(*The period of time designated for public participation shall not exceed 5 minutes.*)
- 3) **Declarations of Interest:** In accordance with the Code of Conduct.
- 4) **County, District Councillor's, DNPA Ranger/Representative, Forestry Commission officer, Police and Lenghtsman** - to receive reports.
- 5) **Minutes** – to approve and sign the Minutes of the meeting held on the 2nd of April 2024, and the minutes from the Annual Parish Meeting on 19th April 2024.
- 6) **Clerks Report** - Update on matters arising from the last meeting for information only
- 7) **Insurance** – to review quotes and decision which to accept
- 8) **Play Area** – arrange inspection review the Rospa inspection recommendations
- 9) **Allotments** - Update
- 10) **Cemetery Extension** – Update
- 11) **End of Year Accounts and Annual Report**
 - a) Review the End of Year Accounts and approve for publication
 - b) Internal Audit report
 - c) Approve the Annual Governance statement
 - d) Approve the Accounting Statement
- 12) **Planning**
 - a) 0154/24 Use of Part of existing dwelling (use Class C3) at Christow Stores, Village Rd, Christow
Grant of approval

13) FINANCE: Expenditure:	Clerk's salary for April	= £ 619.38
	SHS Ltd	= £ 332.64
	SW Grounds Maintenance	= £ TBC
	Refreshments for Annual Parish Meeting	= £ 24.45
	E Fairs	= £ TBC
	MTD Accountancy (PAYE)	= £ 200.40
	Insurance	= £ TBC
	HP Instant Ink	= £ 6.49
	Lee accounting – Internal Audit	= £ 144.00
	Play safety Limited	= £ 254.40
DD's:	Pennon water Services	= £ 29.00
	ICO – subscription	= £ 35.00
	TDC Land at Layne Field	= £ 1.00

Bank Reconciliation and Statement: The Chairman has checked invoices and bank statement against the reconciliation statement. Reconciliation and bank statement circulated to all councillors prior to the meeting.

14) MEETINGS ATTENDED: to receive reports from councillors who have attended meetings on behalf of this council.

The next Council meeting is Monday 3rd June 2024, at 7.30pm in the Bowden Room at TVCH.