

Christow Parish Council

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

Email: clerk@christowparishcouncil.gov.uk

29th April 2025

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 6th May 2025 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
 - Lenghtsman (working party)
 - Skate & Play Park weekly written checks (working party)
- 5) **Appointment of Representatives to Attend Meetings of Outside Bodies**
 - Allotments Christow community shop
 - CCLT Dartmoor National Park Forum
 - Teign Valley Community Hall Teign Valley Museum Trust
 - Teign Tennis Trust Teignbridge DC – meeting of parishes
- 6) **Council Meetings** - to confirm dates of meetings till May 2026
- 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 1st of April 2025, and the minutes from the Annual Parish Meeting on 25th April 2025.
- 6) **Clerks Report** - Update on matters arising from the last meeting for information only
- 7) **Play Area** – arrange inspection review the Rospa inspection recommendations
- 8) **Bus Shelter** – Request for use by community shop and redecoration
- 9) **Recreation field** - request for use
- 10) **Matters arising from annual parish meeting** – discussion
- 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** - Grant of approval
0054/25 Replacement roof to provide rooms in attic, side porch, change of materials and alterations to windows/doors, Willsdene, Lower Town, Christow, Exeter, EX6 7LZ
- 13) **FINANCE: Expenditure:**

Clerk's salary for April	= £ 664.14
SW Grounds Maintenance	= £ TBC
Refreshments for Annual Parish Meeting	= £ 24.45

MTD Accountancy (PAYE)	= £ 216.00
Insurance	= £ 874.87
HP Instant Ink	= £ 14.49
Play safety Limited	= £ 259.20
DD's: ICO – subscription	= £ 47.00

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 2025, at 7.30pm in the Bowden Room at TVCH.