

ANNUAL MEETING of IDE PARISH COUNCIL

From: Mel Liversage, Clerk.

11 May 2023

To: Members of Ide Parish Council

You are duly summoned to the Annual Meeting of Ide Parish Council, to be held directly after the Annual Parish Meeting which starts at 7.30pm on Wednesday 17 May 2023 in Ide Memorial Hall.

Please note: this meeting may be recorded.

In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

AGENDA

1. Appointment of Officers and Committee members for 2023/2024

Election of the following: previous appointments in square brackets []

- Chair [Nick Bradley]
Declaration of Acceptance of Office to be signed as soon as possible by the Chair
- Vice-chair [Mark Thomas]
- Treasurer and Responsible Financial Officer [Mel Liversage, clerk]
- Internal auditor [Alison Marshall]
- External auditors [PKF Littlejohn] assigned
- Planning Committee [Ben Ervine, chair, Rachel Herbert, Mark Thomas, Laura Bell]
- Cemetery co-ordinators [Mel Liversage, Sarah Tiley]
- School and Play Area liaison [Mark Thomas and Laura Bell]
- Tree wardens [Ben Ervine, Mark Thomas, Nick Creasy]
- Memorial Hall representative [Paula Burton-Perrett]
- Footpath warden
- Allotments co-ordinator [Nick Bradley]
- Website co-ordinator [Ben Ervine]
- Defibrillator monitor [Brenda Mosedale]
- Cheque signatories [Nick Bradley, Jessica Paine, Rachel Herbert] need 4 min
- Electronic Bank Authorisation [Nick Bradley, Jessica Paine, Rachel Herbert] need 4 min

Working Group Councillor Members:

- Covid-19 and Emergency Planning Group: [Paula Burton-Perrett, Ben Ervine]
- Joint Projects Fundraising Group and Weir Meadow WG: [Nick Bradley, Rachel Herbert, Mark Thomas]
- Ide Community Orchard Management Group: [Nick Bradley, Jessica Paine, Mark Thomas]
- Climate Emergency and Environment Working Group: []

2. Apologies

3. Minutes of the last annual meeting were accepted and signed on 20 July 2022

4. Finance Report: (Clerk)

a) **Treasurer's Financial Report** and approval of accounts for year ending 31 March 2023

Paper 1 Annual

b) To agree annual sum for allocation to the **Village Fund**, previously £500

5. Annual Audit reports: (Clerk)

a) To receive and consider **Annual Internal Auditor's Report** by Alison Marshall, 25 April 2023

Paper 2 Annual

b) Annual Governance and Accountability Return (AGAR) 2022/23

(i) **Annual Internal Audit Report AGAR 1A** report completed by Alison Marshall

Paper 3 Annual

(ii) Section 1: To review **Annual Governance statement for 2022/2023**.
Chair and RFO to sign and complete (blank form)

Paper 4 Annual

(iii) Section 2: **Accounting Statements 2022/2023**

Paper 5 Annual

(iv) Section 3: **External Auditor report and certificate** for submission (blank - to be submitted for completion by PKF after this meeting)

Paper 6 Annual

6. Dates for 2023/2024 Parish Council meetings

2023: 19 July, 20 September, 15 November;

2024: 17 January, 20 March & 15 May.

This meeting will be followed immediately by the regular May Parish Council meeting

NOTE: Contact details for residents

Clerk – Mel Liversage 01392 259024 ideparishclerk@gmail.com

Chair – Nick Bradley 01392 420616 ncabradley@gmail.com