

ANNUAL MEETING of IDE PARISH COUNCIL

From: Mel Liversage, Clerk.

9 May 2024

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 15 May 2024 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. Election of Chair and Declaration of Acceptance of Office.

2. Apologies

3. Declarations of Interest

4. Appointment of Officers and Committee members for 2024/2025

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

- 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 wardens [Paula Burton-Perrett, Nick Creasy]
- Allotments co-ordinator [Nick Bradley]
- Website co-ordinator [Ben Ervine]
- Defibrillator monitor [Brenda Mosedale]
- Cheque signatories [Nick Bradley, Rachel Herbert, Ben Ervine, Laura Bell]
- Electronic Bank Authorisation [Nick Bradley, Rachel Herbert, Ben Ervine, Laura Bell]
- Asset Register Items Maintenance Check [Nick Creasy]

Councillors serving on Working Groups:

- Flooding and Emergency Planning Working Group: [Nick Bradley, Paula Burton-Perrett, Ben Ervine]
- Weir Meadow, Northern Fields and Fund Raising WG: [Nick Bradley, Rachel Herbert]
- Ide Community Orchard Management Group: [Mark Thomas, Nick Bradley]
- Flood Prevention Group: [Paula Burton-Perrett, Nick Bradley]

5. Minutes of the last meeting dated 17 March 2023 were signed and accepted on 19 July 2023

6. Finance Report: (Clerk)

- a) **Treasurer's Financial Report** and approval of the accounts for year ending 31 March 2024
Paper 1 Annual
- b) To agree annual sum for allocation to the **Village Fund**, previously £500

7. Annual Governance and Accountability Return (Clerk & Chair)

- i) To receive and consider **Annual Internal Audit Report for year ending 31/03/24**
and **AGAR form 3**, provided by Alison Marshall, 13 April 2024 **Papers 2 & 3 Annual**
- ii) To review and complete **Annual Governance Statement for 2023/2024 Section 1.**
Chair and RFO to sign and complete (blank form) **Paper 4 Annual**
- iii) To review and sign **Accounting Statements 2023/2024 Section 2** **Paper 5 Annual**
- iv) Receive blank form **External Auditor's Report and Certificate 2023/24 Section 3** for
submission to PKF after this meeting **Paper 6 Annual**

8. Dates for 2024/2025 Ide Parish Council meetings

2024: 17 July, 11 September, 20 November;
2025: 15 January, 19 March & 21 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 nickbradley.ideparishcouncil@gmail.com