

Kingswear Parish Council



Parish Clerk:
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2 May 2018

Dear Councillor,

You are hereby summoned to attend the Annual General Meeting of the Council to be held at the Sarah Roope Trust Rooms, Church Hill, Kingswear on Tuesday 8 May 2018 at **7:00pm**, when the following items will be discussed:

PLEASE NOTE Press and Public Welcome

1. **The Chairman will welcome everyone to the meeting and make it known that any tape or other form of media recording of the Council Meeting requires the permission of the Council.**

2. **ELECTION AND DECLARATIONS ACCEPTANCE OF OFFICE**

To Elect:

- i) **The Chairman of the Council for the ensuing year and receive such Declarations of Acceptance of Office.**

The new Chairman will take the Chair and conduct the rest of the meeting.

- ii) **Vice Chairman of the Council for the ensuing year and receive such Declarations of Acceptance of Office.**

- iii) **Membership of the Planning Committee, the General Purposes Committee, the Finance Committee and the Staffing Committee.**

- iv) **Appoint chairmen of the above standing committees.**

3. **To receive any apologies for absence from the Meeting.**

4. **To receive any Declaration of Interest. [Councillors are also reminded that they must register any new interest or change in any interest already registered within 28 days of that new interest or change]. The Councillors will complete new declaration of interest forms 2018/2019.**

The Council Meeting will receive questions or hear representations from members of the public. The Council allows a period of 20 minutes for this to take place and members of the public should not speak for longer than 3 minutes each.

The Council will receive the following reports if available:

- i. Devon County Councillor***
- ii South Hams District Councillors***
- iii Police***

The Council will reconvene to discuss the following items:

- 5. To resolve to approve the following minutes subject to any amendments [Amendments to the Confidential Minutes to be noted and documented in Part 2:]**
 - i. Full Council Meeting – 10 April 2018**
 - ii. Full Council Meeting – 10 April 2018 (Confidential)**
 - iii. Planning Committee Meeting – 10 April 2018**
 - iv. Finance Committee Meeting – 18 April 2018**
 - v. General Purposes Committee Meeting – 18 April 2018**
 - vi. Planning Committee Meeting – 24 April 2018**
- 6. To resolve to approve the Accounting Statements for 2017/2018.**
- 7. To resolve to approve the Expenditure of the Council for the period 3 April 2018 – 1 May 2018.**
- 8. To ratify that the Members of the Finance Committee have independently checked and verified the accounts to the invoices, records of income and bank statements.**
- 9. To resolve to adopt the recent NALC (1/4/18) annual pay awards as per staffing contracts.**
- 10. To approve membership of ICO (Information Commissions Office).**
- 11. To discuss the possibility of outsourcing the payroll system.**
- 12. To discuss the introduction of an internet banking system.**
- 13. To receive the Neighbourhood Plan Report from Councillor Parkes and to discuss and approve the actions and any expenditure detailed in the following report.**
- 14. To discuss the Resident's Parking Scheme and receive feedback from Neil Oxton.**
- 15. To discuss the arrangements and the Agenda for the Annual Parish Meeting.**

By Order of the Council

Melissa Trudgill - Clerk to the Council

The Chairman will thank the members of the public for their attendance and close the meeting