



Kingswear Parish Council

Parish Clerk: Sue Balsdon, 9 St Matthews Road, Torquay, TQ2 6JA Tel: 07863 227031
Mail: kingswearclerk2017@outlook.com Website: www.kingswearparishcouncil.gov.uk

9th May 2019

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 14th May 2019 at **7:00pm**, when the following items will be discussed:

PLEASE NOTE Press and Public Welcome

1. ELECTION AND DECLARATIONS OF ACCEPTANCE OF OFFICE

- i) To elect the Chairman of the Council for the ensuing year.
- ii) To receive the Chairman's Declaration of Acceptance of Office.

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

- iii) To elect the Vice Chairman of the Council for the ensuing year.
- iv) To receive the Vice Chairman's Declaration of Acceptance of Office.

2. To receive any apologies for absence from the Meeting.

3. 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 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
- iv) Neighbourhood Plan
- v) Residents Parking

The Council will reconvene to discuss the following items:

4. To resolve to approve the following minutes subject to any amendments [Amendments to the Confidential Minutes to be noted and documented in Part II:]

- i) General Purposes Committee Meeting 2nd April 2019
- ii) Full Council Meeting – 9th April 2019
- iii) Full Council Meeting – 9th April 2019 (Confidential)
- iv) Planning Committee Meeting – 23rd April 2019
- v) Finance Committee Meeting – 23rd April 2019

5. To review and adopt the Standing Orders for Kingswear Parish Council.

6. To review and adopt the Financial Regulations for Kingswear Parish Council.

7. To resolve to approve the Expenditure of the Council for the period 04/04/19 – 07/05/19 – see attached.

8. To present for information – April 19 Finance Report and Bank Reconciliation.

- 9. To review terms of reference for Committees.**
- 10. To elect Chair and members for the following Committees:**
 - i) Planning
 - ii) General Purposes
 - iii) Finance
 - iv) Staffing Committee.
- 11. To consider representation / responsibility for the following:**
 - i) Moorings
 - ii) Allotments
 - iii) Cemetery
 - iv) Jubilee Park
 - v) Church & School
 - vi) Neighbourhood Plan Working Group
 - vii) Residents Parking Working Group
- 12. To consider representatives to the following outside Committees and bodies for the ensuing year:**
 - i) Port of Dartmouth Royal Regatta Committee
 - ii) Trustees of Sarah Roope Almshouses
 - iii) Waterhead Creek Preservation Society
- 13. To review the Parish Council's banking arrangements.**
- 14. To review inventory of land and assets.**
- 15. To review arrangements for insurance cover in respect of all insured risks.**
- 16. To consider the co-option of persons to fill the Councillor vacancies and agree future actions required.**
- 17. To discuss arrangements for the Annual Parish Meeting.**
- 18. For information:**
 - (i) Councillor Training**
 - (ii) Councillor Email Addresses**
- 19. To propose date, time and venue of ordinary meetings of the Council and Committees for the ensuing year.**
- 20. To discuss the repair / replacement of the Seagull springer unit in the playground, Jubilee Park and agree future actions required.**
- 21. To propose agenda items for the June 19 Full Council meeting.**
- 22. To discuss items of a confidential nature and resolve that in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sub section 2, and the Local Government Act 1972 Section 100A sub sections (2) and (4) that the public and press be excluded from the Meeting in view of the items to be discussed. (Quotes and Staffing).**

By Order of the Council

Sue Balsdon

Sue Balsdon
Clerk to the Council

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