



Kingswear Parish Council

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29th April 2021

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Council to be held **remotely via Zoom** on Wednesday 5th May 2021 at **7:00pm**, when the following items will be discussed:

Join Zoom Meeting

<https://us02web.zoom.us/j/83023849175?pwd=U3IHcHQveWdLM2dLcmJidUQyOVp2QT09>

Meeting ID: 830 2384 9175 / Passcode: 415253

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 speak for no 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) Full Council Meeting 23rd April 2021.

5. In regard of committees:

- i) To review terms of reference
- ii) To elect a chair and members for the following:
 - a) Planning
 - b) Amenities & Environment
 - c) Finance
 - d) Staffing

6. To review and adopt the following Council documents:

- i) Standing Orders
- ii) Financial Regulations

iii) Risk Management Register

7. **To review inventory of land and other assets.**
8. **To review arrangements for insurance cover in respect of all insurable risks and to approve quote received from insurer for the period 1/6/21 to 31/5/22.**
9. **To consider representation / responsibility for the following:**
 - i) Moorings
 - ii) Allotments
 - iii) Cemetery
 - iv) Jubilee Park Play Area
 - v) Lower Ferry Public Toilets
 - vi) Church & School
10. **To consider representatives to the following outside Committees and bodies for the ensuing year:**
 - i) Port of Dartmouth Royal Regatta Committee
 - ii) Dart Harbour Communities Group
11. **To propose date, time and venue of ordinary meetings of the Council and Committees for the ensuing year.**
12. **Financial Matters (Clerk):**
 - i) To resolve to approve the Expenditure of the Council for the period 01/04/21 to 30/04/21.
 - ii) To present for review the month end finance report and bank reconciliation as at 30/4/21.
13. **To receive the Chairman's report.**
14. **To consider and approve amendment to the proposed residents parking scheme (Jonathan).**
15. **To consider the use of Jubilee Park for car parking - Orchard Group AGM (Sue).**
16. **To consider the Waterhead Brake site as additional parking and agree future actions (Jonathan).**
17. **To consider the Council's response to the Caravan and Motorhome consultation in relation to a Certificated Location - Stoke Rd (Clerk).**
18. **To consider and approve the cost for Legionella awareness training (Clerk).**
19. **To consider and approve the draft Grounds Maintenance contract, in preparation for going out to tender in June 21 (Jonathan).**
20. **To consider future actions in regard of the South West in Bloom 'It's your Neighbourhood' competition (Clerk).**
21. **To approve the launch of the 'Sustainable Kingswear' Group and agree any future actions (Jonathan).**
22. **With regards to the return to face to face meetings: (Clerk).**
 - i) **Agree future actions.**
 - ii) **To consider and approve a scheme of delegation.**
23. **To consider and approve estimate for the refurbishment of the Fire Engine and agree future actions (Clerk).**
24. **To consider and approve draft response to the Remote Meetings / Call for Evidence consultation (Clerk).**
25. **To propose agenda items for the June 21 Full Council meeting.**
26. **Urgent Items – For information.**

By Order of the Council

Sue Balsdon

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Clerk to the Council

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