

Sourton Parish Council

Parish Clerk, Mrs A Horn,
Coombe Farm
Lake Sourton,
EX20 4HQ.
Tel: 07792958675

7th May 2024
Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 13th May 2024 at 7:00pm in Sourton Village Hall.

Yours faithfully

A Horn

Abi Horn
Parish Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building to the meeting point in the car park where you are asked to await further instructions.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting. No decision can be taken on items not detailed on the published agenda.

Business To Be Transacted

- 1. Elections**
- 1.1 Election of Chair** To elect a Chair for the forthcoming year
- 1.2 Acceptance of Office** The Chair to sign the Acceptance of Office Form
- 1.3 Election of Vice Chair** To elect a Vice-Chair for the forthcoming year

- 2 Apologies for Absence** To receive and accept apologies for absence.

- 3 Committees and Sub Committees of the Council -** To appoint Councillors to the following committees and subcommittees and to elect the Chairmen for the ensuing year:
 - 3.1 Complaints Committee** To appoint members to the Committee
 - 3.2 Staffing Committee** Sub To appoint 3 members to the Sub Committee
 - 3.3 Staffing Appeals Sub committee** To appoint 3 members to the sub committee

- 4 Working Groups**
- 4.1** Events Working Group To appoint members to the working group and confirm the ToR for the working group
- 4.2** Green Spaces Working Group To appoint members to the working group and confirm the ToR for the working group
- 5 Representatives to External Bodies -** To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements
- 5.1** Dartmoor National Park
- 5.2** Closed Churchyard
- 5.3** Northern Links
- 5.4** Police and Crime Commissioner Advocate
- 5.5** Asset Assessment
- 6 Public Forum** This item will be conducted in accordance with the Standing Orders of the Council, which are available to read on the website.
- 7 Declarations of Interest** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest.
If a member becomes aware, during the course of a Meeting, of an interest that has not been disclosed under this item they must immediately disclose it.
Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether there are circumstances that might enable them to remain.
- ITEMS REQUIRING A DECISION**
- 8 Minutes of the previous meeting** To approve and sign the minutes of the Parish Council meeting held on 8th April 2024
- 9. Insurance**
- 9.1** Insurance renewal To note the Council has renewed its insurance with Zurich but due to their re-banding of precepts the Council now falls within the £10,000 to £20,000 bracket which has increased the premium slightly.
- 9.2** Insurance declaration Any Councillor must specifically disclose if they have any of the following to the Clerk:
- Been the subject of a County Court Judgement, an Individual Voluntary Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree
 - Been convicted of or charged with (but not yet tried for) or been given an Official Police Caution in respect of any criminal offence

(other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.

- Been declared bankrupt or insolvent or have been or are currently the subject of any bankruptcy or insolvency proceedings.
- Been involved as owner partner or director of any business which has gone or is currently going into receivership, liquidation, or administration.
- Been disqualified from being a company director.
- Been subject to an investigation by HM Revenue and Customs, which has resulted in a prosecution

9.3 Safeguarding Policy To review a draft safeguarding policy for events which the insurance company requires the Council to have.

10. Finance

10.1 Certificate of Exception To agree the Certificate of Exception

10.2 AGAR To note the Internal Auditors report

10.3 Annual Governance Statement Chair and Clerk& RFO to sign Annual Governance Statement

10.4 Accounting Statement Chair and Clerk& RFO to sign Accounting Statement

10.5 Notice of Public Rights To agree the Notice of Public Rights Dates starting on 3rd June and finishing on 12th July.

10.6 Finance Report The Bank Reconciliation report and budget report dated 30th April 2024 for the consideration of the Council.

10.7 Bank Signatories Following the resignation of Cllr Ford an additional signatory is required

10.8 Payments To resolve to approve the payments as set out on the payment schedule.

11. Policy To review a draft Reserves Policy to comply with the revised Governance and Accountability for Smaller Authorities in England

12. D Day To review any actions needed.

13. Big Green Week photo competition To agree prizes for the photo competition.

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| 14. | Grass Cutting | To review the report from the grass cutting contractor and consider any actions arising. |
| 15. | Field beside the Village Hall | To note due to likely delays and possible complications of selling to the council who need to raise a loan the Trustees do not want to proceed with the council's offer. |
| 16. | The Village Green | To consider the response from The Trustees regarding the sale of The Green. |
| 17. | Items Brought Forward | To receive (from Councillors) any items for the agenda of the next meeting. |
| 18. | Date of Next Meeting | 12 th June at 7pm |