**BERRY POMEROY PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**ON TUESDAY 7TH MAY 2024 AT 7.30PM**

**BERRY POMEROY VILLAGE HALL**

Notice is hereby given that the ANNUAL MEETING of Berry Pomeroy Parish Council will be held at Berry Pomeroy Village Hall on Tuesday 7th May 2024 at 7.30pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Please note item timings are approximate.

Please note under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a Public Meeting as such could be filmed or recorded by broadcasters, the media or members of the public. **Anyone wishing to record or film must obtain prior consent and make themselves known prior to the start of the meeting.**

**AGENDA**

1. **Welcome by The Clerk 7.30pm**

**2. Election for Chair of Council 7.35pm**

To appoint a Chair of the Council

**3. Election for Vice Chair of Council 7.45pm**

To appoint a Vice Chair of the Council

**4. Chair and Vice Chair to sign Declaration of Acceptance of Office 8.00pm**

Councillors to read and sign Declaration of Acceptance of Office

**5. Apologies for absence 8.05pm**

To receive and approve any absences.

**6. Declaration of Interests 8.06pm**

In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable

Pecuniary Interests items on this Agenda.

**7. To approve the MINUTES OF PC MEETING** held onTuesday 2nd April 2024

SUSPENSION OF STANDING ORDERS

**8. Public Session - 15 MINS. 8.08pm**

Members of the Public are permitted to make representations,

in respect of any item of business included in the Agenda. Questions to be submitted to the Clerk by 5.00pm on Friday 3rd May 2024 by email to enable an answer, where possible, to be provided at the meeting.

District Report: Cllr Allen

REINSTATE STANDING ORDERS

**9. Officer Appointments 8.25pm**

To appoint Councillors to the following Appointments:

* Personnel x 1 Cllr
* Police Advocate x1 Cllr
* Open Spaces – Parkfield Play Park x1 Cllr
* To agree to instruct the Clerk to produce Terms of Reference by the next meeting for approval by the Parish Council.

**10. Adopt the following documents 8.45pm**

To Agree & Adopt the following documents:

Note: All policies and documents have been circulated prior to the meeting

* Asset Register
* Financial Regulations
* BPPC Financial Risk Assessment
* Standing Orders
* Vexatious Communications Policy
* Freedom of Information Policy & Addendum
* GDPR Policy
* Code of Conduct
* Emergency Contingency Plan
* Grant Award Policy & Criteria
* Grievance Procedure
* Council Meeting Dates 2024

**11. TRAYE** To review a report to be submitted by TRAYE to the Clerk and circulated to Cllrs. To discuss the contents and the advice given by DALC/NALC. Vote to support or other actions.

**12. Clerks Report/Cllrs update:**

1.Correspondence/Misc

2.Noticeboard Update – Santander confirmation.

3.Santander Bank Update – Signatories/Bank Statements

4.Defib – Cllr Fletcher. Note: to also appoint additional Cllr to assist with ensuring Defib is functioning and if used has been returned.

5.Play Park Update – Cllr Bennett/Clerk

6.Footpath from Village to True Street – total confusion as the PC had agreed that we employ a Lengthsman to carry out this work and had duly given him instruction, only to find that DCC had attended with no communication to the Council. A rather embarrassing and discourteous situation. Discussion & vote to address the situation.

**13. Approval of Annual Accounts** – previously distributed to Cllrs

**14. Approval of AGAR** – Governance Statement

**15. Vote** to exclude members of the public & press due to the confidential nature of the business to be discussed

1. Personnel Issues – explanation previously circulated to Cllrs.

2. Vote to amend Bank Standing Order

3. Vote to agree regular monthly hours

**16. Monthly Finance Sheet** – approval & sign off

**17. Date of Next Meeting:** Tuesday 4th June 2024 at Berry Pomeroy Village Hall. 7.15pm

Mrs S Watt

Clerk to Berry Pomeroy Parish Council - 23rd April 2024