

Broadwoodwidge Parish Council

Clerk to the Council: **Kayleigh Walker** e-mail: broadwoodwidgercouncil@outlook.com

To: **All Members of Broadwoodwidge Parish Council**

10th May 2021

Dear Councillor,

You are hereby summoned to attend the ANNUAL MEETING of Broadwoodwidge Parish Council, to be held at **Broadwoodwidge Community Hub on Thursday 20th May, at the end of the Parish Meeting** for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend (please advise the Clerk beforehand to enable correct social distancing measures to take place).

Yours sincerely

Kayleigh Walker
Parish Clerk

AGENDA

1. **To Elect the Chairman for the Year 2021/2022**
2. **The Chairman Will Read and Sign the Prescribed 'Declaration of Acceptance of Office'**
3. **To Elect the Deputy Chairman for the Year 2021/2022**
4. **Apologies for Absence** (Please make any apologies known to the Parish Clerk)
5. **Declarations of Interests** – to receive declarations of personal and pecuniary interests in respect of items on this Agenda.
6. **To Appoint Representatives to the Following Committees: i. Planning Committee ii. Footpaths Committee**
7. **Public Open Question Time** – To receive questions from the Public. Each member of the Public may have up to 2 minutes time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session.
8. **Police Report** – The Police will provide a report for information only.
9. **County Councillor Report**
10. **District Councillor Report**
11. **Council Meeting Minutes** – to approve and sign the Minutes of the Council Meetings held on 6th April and 29th April as a correct record.
12. **Matters Arising** – to consider matters arising from the Minutes of 6th April and 29th April Meetings, not already covered by the Agenda. For information only.
13. **To Ratify the Insurance for the year 2021/2022**
14. **To approve Risk Assessments and the Asset Register for 2021/2022**
15. **To agree & sign the Certificate of Exemption for the Financial year 2021/2022.**
16. **Annual Adoption of NALC Standing Orders & Financial Regulations for the Year 2021/2022.**
17. **Councillors Code of Conduct – Councillors to sign to say they continue to abide by the Code of Conduct as set out in 2018.**
18. **To nominate & agree the Data Protection Officer for 2021/2022.**
19. **Accounts due for payment** – To receive and approve the accounts due for payment.

Clerks wages £264.16

Devon Association of Local Council's Membershio £140.00

20. **Planning**
21. **Roadford Lodges Signage at Ivy House**

22. **Natwest Bank Update and Balance Confirmation**
23. **To Receive Correspondence** – To receive a details of correspondence received and sent from 6th April to 20th May 2021 and make decisions on and actions to be taken on matters arising from these. .
24. **Parish Clerk's Report** – To receive a Report from the Clerk – for information only.
25. **Any other Business**– With prior permission of the Chairman, to exchange information only on any other subject.
26. **Close**