



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 01297 24009

10th May 2018

Dear Parish Councillors and Members of the Public,

Councillors are summoned and members of the public are invited to attend the Annual Council Meeting of Axmouth Parish Council, to be held in the **Village Hall, Axmouth on Wednesday 16th May 2018 at 7:00pm** to discuss the following matters;

RDavey

Becki Davey
Clerk to the Council

Agenda

1. **Election of Chairman**
 - a) To invite nominations and elect a Chairman for the year
 - b) To receive the Declaration of Acceptance of Office by the Chairman

2. **Election of Vice-Chairman**

Commencement of Ordinary Council Meeting:

3. To receive and acknowledge apologies.
4. Declaration of Interests: *In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.*
5. Minutes of the Parish Council meeting held on 18th April 2018 to be approved and signed.
6. To agree any items to be discussed after the public, including the press have been excluded
7. Public Forum
8. Police Report
9. To accept reports and agree actions on Highway matters
10. To set future meeting dates until the next Annual Council Meeting
11. To agree outside body representation

12. Review of Internal Control and GDPR procedures:

- a) Code of Conduct
- b) Asset Register
- c) Terms of Reference of Internal Audit
- d) Financial Regulations
- e) Standing Orders
- f) Risk Assessment Procedures
- g) Grant Awarding Policy
- h) Complaints Procedure
- i) Publication Scheme
- j) Privacy Policy
- k) Discipline & Grievance Policy
- l) Social Media Policy

13. Financial Matters:

- a) To approve the financial statement to the end April 2018
- b) To approve the 2% nationally agreed pay increase for the Clerk effective 1st April 2018
- c) To consider, approve and sign the Annual Governance Statement for the Annual Audit
- d) To consider, approve and sign the Annual Accounting Statement for the Annual Audit
- e) To approve the following payments

Bradfords Building Supplies	Materials for step repair	BACS	£ 6.95
Christine Garrett	Travel Expenses	BACS	£ 25.38
Seaton Print & Design	Emergency Booklet Printing	BACS	£

Other payments may arise for payment at the meeting

14. Planning Applications:

15. Telephone Box: Further development including repairs and possible CCTV & lighting

16. Village Workshop – Condition of

17. To accept reports and agree actions from the following:

- a) County Councillor
- b) District Councillor
- c) Parish Councillors
- d) Parish Clerk

18. **To accept any relevant correspondence** – see Appendix A for list of correspondence received

Date of the next **Council Meeting Wednesday 20th June 2018**