



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 07895 910543

12th May 2022

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 on **Wednesday 18th May 2022 at 7:00pm at Axmouth Village Hall** for the purpose of transacting the following business:

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 20th April 2022 to be approved.
6. To agree any items to be discussed after the public, including the press have been excluded:
7. Public Forum:
8. Highway Matters:

9. To set future meeting dates until the next Annual Council Meeting:

10. To agree outside body representation: Footpath Warden (P3 Co-ordinator), NALC & DALC, Highways Group, Jurassic Coast Champion, Community Safety Group, Seaton Beach Management Plan Group

11. Review of Internal Control and GDPR procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Fixed Asset Register
- d) Risk Register
- e) Statement of Internal Controls
- f) Policy on Filming & Recording Parish Council Meetings
- g) Privacy Notice
- h) Councillor Privacy Policy
- i) Information & Data Protection Policy
- j) Management of Transferable Data Policy
- k) Press & Media Policy
- l) Social Media Policy
- m) Document Retention & Disposal Policy
- n) Disciplinary Policy
- o) Grievance Policy
- p) Complaints Procedure
- q) Publication Scheme
- r) Training Policy
- s) Grant Awarding Policy

12. Review Action Plan:

13. Review Fixed Assets Responsibilities:

14. Financial Matters: *(Unless stated otherwise, any items requiring signatures will be signed at the next face to face meeting)*

- a) To approve the financial statements to the end April 2022
- a) To consider, approve and sign the Annual Governance Statement for the Annual Audit
- b) To consider, approve and sign the Annual Accounting Statement for the Annual Audit
- c) To discuss bank signatories and non-signatory Councillor review of ¼ financial statements
- d) To agree the subscriptions, DD's and STO's for the next year
- e) To approve the following payments

DALC	Annual Membership	BACS	122.11
Axmouth Village Hall	Hall Hire for 2021/22	BACS	98.00
HP	Replacement Printer	DC	149.99
Amazon	10 tables for Jubilee Celebration	DC	669.50
Argos	10 tables for Jubilee Celebration	DC	753.95
Earmarked Reserves	Transfer from General account	TRANS	2051.00

Additional payments may arise for payment at the meeting

15. Planning Applications:

- a) **New applications for consideration:**
22/0720/FUL | Pinewood Homes Sidmouth Road Rousdon Devon DT7 3RD | Demolition of existing office and hardstanding and change of use to form extension to existing holiday park for the siting of 3 lodge style caravans for holiday use and 1 lodge style caravan for office and ancillary works.
- b) **Scheme of Delegation:** To confirm the scheme of delegation for planning decisions

16. Reports:

- a) County Councillor report:
- b) District Councillor report:
- c) Parish Councillor reports:
- d) Clerk's report:

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

Date of the next Parish Council Meeting: TBA