

Otterford Parish Council
Minutes of the Annual Parish Council Meeting,

The Annual Parish Council Meeting took place at 7.45pm on 8 May 2018 in Otterford Parish Hall, Bishopswood. Present were OPC Councillors Mike Canham (Chairman), Rosie Viant (Vice-Chairman), Steve Campbell, Charlie Field and Phil Wright, TDBC Councillor Ross Henley, one parishioner and the Clerk.

1. Welcome and introductions

Councillor Canham welcomed everyone to the meeting.

2. Apologies:

None.

3. Declarations of Interest

None.

4. Election of Chairman

Councillor Canham was proposed, seconded and re-elected unanimously as Council Chairman – and signed his Declaration of Acceptance of Office.

5. Election of Vice Chairman

Councillor Viant was proposed, seconded and re-elected unanimously as Council Vice-Chairman - and signed her Declaration of Acceptance of Office.

6. Formation of Sub-Committee(s)

It was agreed to retain the Personnel Sub-Committee. Councillor Viant was proposed, seconded and re-elected unanimously as Sub-Committee Chairman.

7. Maintenance contracts

The 3-year (from 2017) grass cutting contract with SSDC's Streetscene (DLO) was going well, the work was of good standard and they were considerably cheaper than the previous contractor.

Three new, 3-year call-off contracts(from 2018) had been let for the Parish Handyman work which had broadened the skill set to include a qualified electrician.

8. Banking arrangements

Banking arrangements – the Bank of Ireland had closed its deposit accounts with the Council and the money from both accounts (one a rent deposit account for the Holman Clavel) had been transferred to Santander temporarily. The Council had subsequently opened a new current Business Account with Unity Trust Bank to allow online banking and payments and this, after some initial difficulties transferring the account from Santander, was working well. The Council would seek new deposit accounts for its reserves and the rent deposit account in 2018-19.

9. Parish Council grants

Parish Council grants awarded in 2017/18 – to St Leonard's Church, the Dorset & Somerset Air Ambulance, Devon Air Ambulance, St Margaret's Hospice, the Blackdown Support Group, and the Otterhead Estate Trust - were noted.

10. Asset Register

Copies of the Asset Register dated 1 April 2018 were circulated, and noted.

11. Parish Council Insurance

The parish insurance arrangements with Came & Co – now about to start year three of a three year term - were noted. The Chairman reminded the meeting that the combination of seeking competitive quotes and agreeing a three year fixed term had reduced the Council's insurance costs significantly.

12. Accounts for the year ending March 31 2018

- a) The Annual Governance Statement was approved.
- b) The Accounting Statements for 2017-18 were approved.
- c) The Council noted the internal auditor's completed report
- d) The Annual Return was approved.

13. Appointment of Internal Auditor

Martyn Powe was re-appointed as internal auditor for 2018/19.

14. Other Business

There was no other business.

Penny Hart
Clerk to Otterford Parish Council
11 May 2018