

## OTTERFORD PARISH COUNCIL - NOTICE OF MEETING

**Notice is hereby given that the Annual Meeting of Otterford Parish Council will be held on Tuesday 9 May 2023, following the Annual Parish Meeting (which starts at 7.30pm)**  
*Venue: Otterford Parish Hall in Bishopswood (Postcode TA20 3RZ)*

### AGENDA.

**1. Welcome and Introductions.**

The Chairman to welcome those present.

**2. Apologies.**

To note apologies from those Parish Councillors absent from the meeting.

**3. Election of Chairman.**

- a. To elect the Chairman of the Council for the forthcoming year.
- b. The Chairman to sign the Chairman's Declaration of Office Form.

**4. Election of Vice Chairman.**

- a. To elect the Vice-Chairman of the Council for the forthcoming year.
- b. The Vice Chairman to sign the Vice-Chairman's Declaration of Office Form.

**5. Last Meeting**

Minutes

To consider and agree the minutes of the last meeting held on 10 May 2022, and any matters arising.

**6. Formation of Sub Committee(s).**

To decide on the formation of the Sub-Committee(s) and their respective delegated authority.

*It is proposed that the Personnel Sub-Committee continue during 2023/24, with delegated authority to deal with all matters relating to the employment of the Parish Clerk & Responsible Financial Officer.*

**7. Maintenance Contracts.**

To note the Grass Cutting (1 Year contract with Somerset Council from 1 April 2023); and Parish Handyman (3 Year contracts with two contractors, from 1<sup>st</sup> January 2021) contracts. The grass-cutting contract and the Parish Handyman will be re-tendered in January 2024.

**8. Review of Policy Document(s)**

To review the documents listed at Annex A.

It is proposed that all those policy documents which must be reviewed annually will, in future, be considered at the Annual Meeting of the Council.

**9. Banking arrangements.**

To note in 2022/23 the use of the Unity Trust Bank account as the Council's main account; the two deposit accounts opened in 2018/19 with Cambridge & Counties Bank, and Nationwide Building Society; and the use of the Santander Bank account to hold the Holman Clavel tenant's rent deposit (*work is in hand to close the latter with the rent deposit to be held in the UT bank account*).

To agree the banking arrangements for the year and to agree any changes to the nominated signatories.

**10. Parish Council Grants.**

To note the three-year Grants Policy was renewed in February 2022, and the grants (detailed in the Annual Report) awarded by the Parish Council during 2022/23.

**11. Asset Register.**

To note the Asset Register dated 31 March 2023.

*Copies have been circulated to Parish Councillors: please ask the Parish Clerk if you would like one.*

**12. Insurance Cover.**

To consider and agree the Parish Council's insurance cover for 2023/24. A three-year Long Term Agreement was signed with Gallagher and Co in June 2022.

*Copies of the renewal letter have been circulated to Parish Councillors and a copy of the Schedule emailed to them. Please ask the Parish Clerk if you would like a copy.*

**13. Accounts for the Year ending 31 March 2023.**

- a. To consider and approve the Annual Governance Statement
- b. To receive Accounting Statements from the Clerk/Responsible Finance Officer.
- c. To consider and review the report from the Internal Auditor.
- d. To consider and approve the Annual Return for the year ended 31 March 2023
- e. To agree the Certificate of Exemption

**14. Appointment of Internal Auditor.**

To appoint an Internal Auditor for 2023/24.

*It is proposed that, subject to his agreement, Martyn Powe be re-appointed.*

**14. Any Other Business.**

Penny Hart  
Clerk to Otterford Parish Council  
1 May 2023

Annex A – list of policy documents for review

Constitution  
Code of Conduct (revised May 2022)  
Complaints procedure  
Data Protection & GDPR Privacy Notice  
Equality Policy (revised March 2022)  
Financial Regulations  
Health & Safety Policy  
Standing Orders  
Safeguarding Policy  
Tree Policy  
Mission Statement

*(these documents have been emailed to Parish Councillors: it is not intended to provide hard copies)*

*Note: the Parish Council's Risk Assessment was reviewed in March 2023*