



Doddiscombsleigh Parish Council

NOTICE OF MEETING

Notice is hereby given of the following Annual Council meeting to be held on
Tuesday, 20th May 2025 at 7.30pm at Woodah Farm
following the Annual Parish Meeting of the Electors

All members of the Council are hereby summoned to attend the meeting for the purpose of transacting the following business.

AGENDA

Annual Council Business

- 1 Election of Chairman**
- 2 Declaration of Acceptance of Office**
- 3 Apologies for Absence**
- 4 Declarations of Interest / Requests for Dispensations**
- 5 County and District Councillors' Report**
- 6 To Review Governance Documents**
Standing Orders, Code of Conduct, Financial Regulations and Statement of Internal Control
- 7 To Review the Council's Policies and Procedures**
Complaints Procedure, Publication Scheme under the Freedom of Information Act, Privacy Notices, Scheme of Delegations, Business Continuity Plan and Website Accessibility Statement
- 8 To Adopt an IT Policy**
- 9 To Review the Memorandum of Understanding with Doddiscombsleigh Primary School Governing Body**
- 10 To Review Subscriptions to Other Bodies**
- 11 To Decide about the Time and Place of Next Meetings until the Next Annual Meeting**

12 To Review the Asset Register, Risk Assessment and Insurance

13 To Approve the Annual Governance and Accountability Return 2024/25

13.1 Internal Auditor's Report

13.2 Approval of Governance Statement

13.3 Approval of Statement of Accounts

13.4 Decision about Certifying the Parish Council as Exempt from External Audit

13.5 Agree Dates for Exercise of Public Rights

14 Councillor Vacancy and Co-option

To consider any applications received

15 To Appoint Councillors to Dedicated Responsibilities

16 To Appoint an Internal Auditor for the 2025/26 Financial Year

Monthly Council Business

Open Forum

For public views on items on this agenda. This will last for no more than 15 minutes.

17 Ratification of Minutes of Previous Meeting

Ordinary Council meeting of 11 March 2025

18 Planning Matters

18.1 To Note Planning Decisions and Delegated Consultation Responses

18.2 To Discuss Other Planning Related Issues

19 Finance

19.1 To Receive a Finance Report and to Approve the Bank Reconciliation

19.2 To Review the Banking Arrangements

19.3 To Note the CIL Report for the 2024/25 Financial Year

19.4 Approval of Expenditure

Venue hire 20 May 2025 £10.00

Card monthly fee March - April 2025 £6.00

Unity Bank account fee Feb - Mar 2025 £12.00

Microsoft 365 annual subscription £84.99

Information Commissioner fee £52.00

Insurance £355.99

Devon Association of Local Councils membership fee £139.16

Clerk's salary and expenses £937.59

Payroll annual fee £83.16
Office phone top up for two months £10.00
Defibrillator child pads £118.74
VE Day anniversary flag £67.20
Bridle way gates repair £100.00

20 To Receive Reports and Updates

20.1 To Receive a Highways Update

20.2 To Receive a Parish Path Partnership and Footpath Update

21 Clerk's Correspondence

Recent urgent correspondence not covered above

22 Chairman's Remarks

Agnes Miller – Parish Clerk 15 May 2025