

To all members of Mary Tavy Parish Council,

You are hereby summoned to attend a meeting of Mary Tavy Parish Council to be held in the **Reading Room on Tuesday 14th June 2022, commencing at 7pm**, for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Members of the public and press are invited to attend the meeting.

Katherine Anness

Katherine Anness, Clerk/Proper Officer to Mary Tavy Parish Council
32 Oak Road, Tavistock, PL19 9EZ
Tel: 01822 616047
Email: parishclerk@marytavyparishcouncil.co.uk

AGENDA

1. Welcome and Formal Opening of the Meeting by the Chairman

2. Open Session for Public Participation (15 minutes)

3. Apologies for Absence

4. Declarations of Interest

5. Confirmation of Minutes of the Annual Meeting of the Council held on Tuesday 10th May 2022.

6. Climate Emergency Working Group: to receive an update from the working group. To approve any recommendations and agree any actions.

To review the effectiveness of the parish council's system of internal control and its arrangements for the management of risk in accordance with the Accounts and Audit Regulations 2015 (items 7-12), prior to completion of the Annual Governance Statement (item 13):

7. Health and Safety Policy Statement: to review, amend if necessary, and re-adopt the Health and Safety Policy Statement.

<https://marytavyparishcouncil.co.uk/parish-documents/policies/>

8. Risk Management Strategy: to review, amend if necessary, and re-adopt the Risk Management Strategy.

<https://marytavyparishcouncil.co.uk/parish-documents/policies/>

9. Annual Review of Risk Assessments: to conduct a review of the parish council's risk assessments (circulated to councillors in advance)

- General Risk Assessment (items 1-28 in the Risk Register)
- Cemetery Risk Assessment (items 29-37 in the Risk Register)
- Vehicle Activated Sign Risk Assessment (item 38-end of the Risk Register)

10. Inspection Reports: to receive reports from the clerk and Cllr. Reid re: recent inspections of the parish cemetery and the parish council's fixed assets.

11. Internal Control Statement: to approve the internal control statement written by the clerk for the financial year ended 31/3/2022 (circulated to councillors in advance).

12. Internal Audit Report: to receive, note and approve the Annual Internal Audit Report 2021/22 (circulated to councillors in advance).

13. Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return): to discharge the statutory obligation of the parish council to complete the Annual Governance Statement as a corporate body.

14. End of Year Accounts to 31/3/2022: to approve and sign off the summary document written by the Responsible Financial Officer (RFO) titled 'Final Accounts to 31st March 2022' (circulated to councillors in advance).

15. Analysis of Significant Variances 2021/22: to approve the pro forma document populated by the RFO and the explanations supplied (circulated to councillors in advance).

16. Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return): to approve the accounting statements for the financial year ended 31/3/2022 produced by the RFO (circulated to councillors in advance).

17. Certificate of Exemption 2021/21:

i) To **resolve to certify** the parish council exempt from a limited assurance review (external audit) under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Reason: the parish council's annual turnover for the 2021/22 financial year was less than £25,000.

ii) To **approve** the Certificate of Exemption 2021/22 completed by the RFO (circulated to councillors in advance).

18. Period for the Exercise of Public Rights: to set the following 30-day period for the exercise of public rights:

Monday 20th June – Friday 29th July 2022

19. Disabled Parking Bay on Station Road: to discuss and agree any actions.

20. Grass Cutting and Maintenance Contract:

i) to consider quotes for the provision of a temporary grass cutting service for the short-term

ii) to discuss and agree any initial actions re: a review of the three-year contract and the tender process.

Matters arising since the last council meeting (items 21-25)

21. Standing Orders: to consider adopting the revised standing order for financial controls and procurement from NALC's Model Standing Orders (England) (version 2, updated in April 2022) (circulated to councillors in advance).

22. Mary Tavy Highway Issues: to receive an update from Cllr. Reid re: the site visit with the new Neighbourhood Highways Officer, Brad Elliott, recently attended. To agree any parish council actions, including any actions in relation to the virtual pavement on the A386.

23. Defibrillator: to consider the quotes received for a new defibrillator(s) for the parish gathered by Cllr. Jonas and the clerk (circulated to councillors in advance). To agree any actions and authorise any expenditure (if appropriate).

24. Devon County Council's Road Warden Scheme: to decide whether to sign the written agreement supplied by Devon Highways (circulated to councillors in advance).

25. Parish Cemetery: to receive an update.

26. Finance:

i) To **ratify** the decision made by the clerk and the chairman to pay the invoice for the annual insurance premium (£446.17 to Arthur J. Gallagher Insurance Brokers Ltd).

Reason: to ensure continuous insurance cover between council meetings as the policy was due for renewal on 1st June 2022. Insurance arrangements, levels and payment of the annual premium were all approved by the council during the meeting held on 10th May (minute reference: page 11); the invoice was not available at that council meeting for approval.

ii) To approve the following payments:

Clerk Salary	£658.94
Clerk Expenses (use of home as office)	£15.00
Mr. C Grice: - reimbursement (cost of materials only): woodwork repairs to the Horndon telephone box door	£119.51
Cllr. Williams:- reimbursement (cost of materials only): metal mesh lining for the Jubilee beacon brazier	£24.99
IAC Audit & Consultancy Ltd: internal audit fee	£354.00
Annual renewal fee for the clerk's Society of Local Council Clerks (SLCC) membership (1 st July 2022 – 30 th June 2023)	£134.00

Councillor motion received in advance (item 27):

27. West Devon Broadband Champion and Chairman of the Planning Committee: motion received from Cllr. Reid. To decide upon the West Devon Broadband Champion for the parish and the Chairman of the Planning Committee for the next year.

28. Correspondence: an opportunity to discuss any correspondence received, both from members of the public and official bodies, by the council this month

29. Councillor Reports:

- Emergency Warden
- Southern Parishes Link Committee Representatives
- DNPA Representatives
- Mary Tavy Community Field & Hall Representatives
- Office of Police & Crime Commissioner Representative

30. Items for Future Agenda: to receive suggestions for future agenda items.

31. Items for Information: - the date of the next council meeting: Tuesday 12th July 2022.