

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 8th August 2023, 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
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AGENDA

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

2. Open Session for Public Participation (15 minutes)

3. Apologies for Absence

4. Declarations of Interest

5. Confirmation of Minutes of the last council meeting held on Tuesday 18th July 2023

Matters arising since the last council meeting (items 6-10)

6. Highways: to discuss any highway issues within the parish and agree any actions

7. Local Walking Routes within Mary Tavy Parish Project: to receive an update from Cllr. Honey and agree any actions

8. Thermal Heat Loss Camera: to receive an update from Cllr. Dunn and agree any actions

9. Additional Dog Bin for the Parish: to receive an update from the Clerk and agree any actions

10. Councillor Vacancy: the parish council have been granted permission by West Devon Borough Council to co-opt to fill the vacancy. To discuss and agree any actions

11. Finance:

i) To approve the following payments:

Clerk Salary	£765.00
Clerk Expenses (use of home as office + Dictaphone batteries + second class stamps)	£22.75
HMRC: Employer National Insurance Contribution	£0.97
Mr. C Ball: monthly grass cutting service in the parish cemetery and around Mary Tavy and Horndon (July)	£468.00
Deltawaite Ltd: pro forma invoice for safety boots and gloves for the parish council's road wardens (paid on 24 th July, 88% of the cost was offset by a HMCEF grant received)	£169.80
DM Payroll Services Ltd : payroll service for the first half of the financial year	£60.00
Mary Tavy Victory Memorial Recreation Ground Trust: hire of the Coronation Hall for the councillor training session held on Tuesday 25 th July 2023	£20.00

ii) To note a direct debit payment processed since the last council meeting:

17th July: - Information Commissioner's Office: annual data protection fee £35.00

iii) To note income received since the last council meeting:

17th July: - S. J Backwell Funeral Services: interment fee, plot G16 £154.00

31st July: - Morris Brothers Ltd: interment fee, plot K3 £154.00

iv) To receive a report from Cllr. Herbert on the quarterly verification of the bank reconciliations produced by the Clerk (dated: 30th April; 31st May; 30th June 2023) against bank statements

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

Policy review (items 13-14)

13. Mary Tavy Emergency Plan: the clerk has amended the details supplied on page 5 with the contact details of new members to the parish council. To review the contact details supplied for councillors, make further amendments if necessary, and approve the emergency plan as a whole. Available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

14. Social Media and Electronic Communication Policy: - due for review: August 2023.

To review, amend if necessary, and readopt the policy

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

15. Clerk's Annual Leave Request: to consider the clerk's request to take the following period as annual leave:

Monday 21st August – Tuesday 29th August 2023

16. Councillor Reports:

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

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

18. Items for Information: - the date of the next council meeting: Tuesday 12th September 2023

19. Burial Land Purchase Investigations: to receive an update from Cllr. Reid and agree any actions