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**Draft MINUTES OF TETCOTT & LUFFINCOTT PARISH COUNCIL ANNUAL GENERAL MEETING. Covid 19 Special - Held in the Arscott Hall Car Park, Tetcott on 5th June 2020**

(All Councillors and the Clerk stood 2 metres apart to consider the Parish Council business, all documents, information and items for discussion had previously been emailed to all Councillors for scrutiny to ensure the meeting was kept as short as possible)

**Present:** Cllr. T. Barriball; Cllr. J. M. Britton; Cllr. M. Greenaway; (Vice-Chairman;) Cllr. J. Pearce; Cllr. T. J. Rooke; Cllr. N. Wonnacott (Chairman;) Cllr M. Chubb.

The Chairman opened the Meeting at 7.00 pm.

1. **Receiving apologies for absence.** Cllr. T. Angove; Cllr. T. Merritt; Cllr. S Dart; Cllr. B. Stearman
2. **Previous Minutes.**  The Minutes from the last Annual General Meeting (A copy can be viewed at [www.tetcottandluffincottpc.org.uk](http://www.tetcottandluffincottpc.org.uk) ) which was held on the 1st May 2019 were agreed and signed by the Chairman Cllr. N. Wonnacott. Proposer Cllr. J. Pearce, seconder Cllr. J. Britton.
3. **Approval of the Annual Governance Statement**. A copy of the Annual Governance Statement for year 2019/20, had been circulated to all Councillors prior to the meeting, a short discussion took place, a proposal was made by Cllr. J. Pearce that the Council approve the Annual Governance Statement, this was seconded by Cllr. J. Britton, a show of hands unanimously voted to approve the Statement.

3a. **Approval of 2019/2012 Parish Council Accounts.**

All documents relating to the Annual Accounts for the year ending 31st March 2020 as shown at Annex A.

had been circulated to all Councillors prior to the meeting, a short discussion took place, a proposal was

made by Cllr. J. Britton that the Council approve the Annual Accounts and the Certificate of Exemption

AGAR 2019/20 part 2, this was seconded by Cllr. T. Rooke, a show of hands unanimously voted

to approve the 2019/2020 Annual Accounts and the Certificate of Exemption AGAR 2019/20 part 2,

which was signed by Chairman Cllr. N Wonnacott.

3b. **Assets Register.** Information relating to the Parish Council current assets was circulated to all Councillors

prior to this meeting. A Public Access Defibrillator had been added during 2019 the Clerk had received

confirmation from B.H.I.B that the current level of Insurance cover was adequate. A copy of the Register

can be viewed at [www.tetcottandluffincottpc.org.uk](http://www.tetcottandluffincottpc.org.uk)

3c. **Grants & Payments approved for 2020**

Payment - B.H.I.B Insurance renewal £179.27 (No increase on last year’s premium)

Grant for £100.00 – Citizens Advice Bureau (Agreed at a Meeting of the Council on 19th November 2019

Minute Ref 269,5c.)

Grant for £1895.00 – The Arscott Hall Committee.

Payment – Direct to Colin Davies re Grass cutting @ Holy Cross Church 5 x cuts @ £125.00 = £625

Payment – DALC membership renewal 2020 (Not received)

Payment – Clerks Salary (Annually £720.00 - £360.00 paid in April & Sept)

Grant for £200.00 Devon Air Ambulance

1. **Standing Orders & Risk Assessment** Copies of both had been circulated to all Councillors prior to this meeting for review, it was suggested by Councillor T. Angove that a new section be added to the Risk Assessment relating to the accessibility of the Parish Council Website. The Clerk made the change suggested and both Standing Orders and amended Risk Assessment were approved by the Council
2. **Election of a Chairman.**  The Parish Councillors thanked Cllr N. Wonnacott for his contribution as Chairman over the last two years. Cllr. J. Britton proposed that last year’s Vice Chairman Cllr. M. Greenaway be elected as the new Chairman, this was seconded by Cllr. T. Rooke, Cllr M. Greenaway accepted, a show of hands unanimously approved.
3. **Election of a Vice Chairman**. Cllr. N. Wonnacott proposed Cllr. T. Barriball be elected as the new Vice Chairman, this was seconded by Cllr. J. Pearce, Cllr T. Barriball accepted, a show of hands unanimously approved.
4. **Any other business. (a) Broadband,** The Clerk informed the Parish Council that she had been able to arrange a new Broadband provider – Airband had agreed to install for free under their Community Buildings offer. Fleur Telecom’s twelve-month contract had expired so 30 days’ notice had been given to cancel the contract without penalties. This has saved the P.C. £282 per year. **(b) Website Accessibility**, The Clerk contacted Hugo Fox our website provider and they confirmed that our website needs to have an Accessibility Statement! The Clerk is now working on the wording. There is information/advice on the government website. All documents on the Parish Council website will need to be checked for compliance before the deadline in September 2020

The New Chairman Cllr. M. Greenaway thanked the Clerk then closed the meeting @ 7.30pm

Date …………………… Chairman………