

Agenda for Roborough Parish Council Meeting
To be held on the 16th July 2019 in the Village Hall

Any resident from the Parish of Roborough may attend the meeting and under item 5 raise matters of concern, they will also be able to speak briefly on any agenda item.

Item 1 Apologies for absence.

Item 2 Minutes of the Annual General Meeting held on 14th May 2019.
Minutes of the Parish Council Meeting held on the 14th May 2019

Item 3 Declaration of Interests.
Returns from Councillors Ewan Huggons and Martyn Hookway, updated return from Yvonne Isaac. (to include interests with RCPAL)

Item 4 Declaration of acceptance of Office of Councillor.
Councillor Martyn Hookway and Councillor Ewan Huggons

Item 5 Members of the public present to raise any matters of concern.

Item 6 Matters arising from the previous Parish Council Meeting held on the 14th May 2019.

Action Points from previous meeting. 1-5

- Councillor Yvonne Isaac to write the new Clerks contract including the salary scale. **AP1**
- The Clerk will write to Mrs Wass and confirm her appointment and contact the unsuccessful applicants **AP2**
- Councillor Yvonne Isaac will contact the payroll at Torrington District Council with the details of the new clerk and the agreed pay scale, and the employment termination date of the current clerk. **AP3**
- Clerk to renew the Insurance at last year's level to ensure continued liability protection for the Councillors. **AP4**
- Councillors Yvonne Isaac and Derrick Challacombe will liaise with the RCPAL secretary to obtain information about the forthcoming changes to the village field so that they can be added to the Insurance policy at the appropriate time. They will also confirm with Community First that this can be achieved using our current policy. **AP5**

- Has the issue of RCPAL'S Insurance cover on the Village Field been resolved?
- Completion of NatWest signatory forms of new Councillors.
- Vacant Snow Warden.

Reports from Councillors.

- TAG representative Councillor Isaac
- Planning Subcommittee Councillor Folland and Stevens (Chair of Planning subcommittee Vacant)
- Snow Warden Councillor- vacant
- Web Master Councillor -Ewan Huggons
- Highways Councillor Derrick -Challacombe
- Defibrillator management-Councillor Ewan Huggons
- District/ County Councillors report. Councillor Saywell and Councillor Lock/Clarke
- Village Hall Committee representative -Councillor Tracey Stevens

Item 7 Financial report (Clerk)

Nat West Current Account

£4296.31

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Nat West Reserve Account £ 379.67

NS&I £1712.00

- Current account of Finances by retiring Clerk.
- Handover of cheque book and all financial data to new Clerk.
- Handover of computer to new Clerk

Item 8 General data protection form to be completed by all Councillors

- Pros and cons for contacting councillors by email versus telephone.

Item 9 Review New contracted hours for the new Clerk..

Item 10 Delegation of responsibilities for updating the website.

- Minutes and agendas.
- Financial documents including Audit returns, assets and precept. (in line with the Transparency Code)-
- Monitoring website email address-
- Updating Home page/The Council / community page and links –

Item11 Planning applications.

Item12 Correspondence

Item 13 Cheques for signature

Cheques for signature at the meeting

Lesley Glover £30.00 Cheque Number 458

Item 14 Any other Business

Date of next meeting