

# Week St. Mary Parish Council

3rd May 2021

I hereby give notice that the Annual Meeting of the Week St. Mary Parish Council will be held on **Thursday 13<sup>th</sup> May at 7.30pm at Week St Mary Chapel School Room**. Documents can be viewed from 7.15pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully,

*Beth Sachs*

Beth Sachs  
Clerk

## Agenda

1. **Public question time** (15 minutes allowed for this)
- 1a. **To receive County Councillor's report on Matter's Arising**
2. **Election of Chairman, Vice-Chairman & to Elect committee & members to outside bodies**  
Chair to sign Declaration of Office
3. **To Note Councillors present**
4. **To Receive Apologies for absence with reasons**
5. **To Receive Declarations of Interest & Approve Dispensations**
6. **To Approve the Minutes of:**  
Ordinary Meeting Thursday 1<sup>st</sup> April 2021
7. **To Receive Clerk's report on Matter's Arising:**  
Terry Martin – land  
Electricity in Office  
Toilet Cash Box  
Acceptance of Office and Register of Interests forms
8. **Planning**  
Any late applications received will be discussed under this section
- 8a. **To discuss and make a Consultee comment on Application:**  
  
PA21/03368 | Proposed kitchen extension, new separate garage and alterations to existing garage | Lambley House Week St Mary Holsworthy Cornwall EX22 6XN  
  
PA21/00175 | Demolition of existing garage and shower block outbuildings, and erection of new garage, store and studio outbuilding. | Higher Bakesdown Marhamchurch Bude Cornwall EX23 0HJ
- 8b. **Decisions**  
  
PA21/02437 | Construction of proposed livestock building | Higher Whiteleigh Farm Whitstone Holsworthy EX22 6LB. APPROVED
9. **Portfolio Reports:**  
**Public Transport -**  
**Community Policing -**  
**Playground –**

**Highways, Footpaths & Greens -  
Adult Social Care –  
BAN –**

**10. Correspondence**

CALC newsletter

Bev Mills – remembrance bench

**11. Agenda Items**

1. To **sign** Exemption Certificate for External Audit 2020/21
2. To **prepare and review** the Annual Governance Statement and **resolve** to **approve** it (Annual Governance and Accountability Return 2020/21).
3. To **consider** and **resolve to approve** (to be signed and dated by the Chairman) the Accounting Statements (Annual Governance Statement and Accountability Return 2020/21)
4. To **discuss** playpark project and agree action plan.
5. To **discuss** tennis court netting and tennis sheds.
6. To undertake fixed assets review.
7. To **discuss** remembrance bench request from Bev Mills
8. To update Monmouthshire Building Society Mandate.
9. To update Natwest Mandate  
It was **resolved that**:
  - The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories.
10. To **discuss** having an emergency petty cash box (picked up in internal audit)
11. To **discuss** and **resolve** to sign up to backblaze (backing up data) at the cost of \$60/year (picked up at internal audit).
12. To **discuss** financial investments.

**12. Accounts**

**Balances 30th April 2021**

Current Account	£ 11,141.81
Reserve Account	£ 44,003.92
Monmouth BS	£ 7,674.11

**12a. To approve Accounts for Payment**

Beth Sachs	Clerk Wages and Expenses	Chq	£332.10
Virgin Money	Pension	Chq	£25.83
WSM Football Club	Grass Cutting	Chq	£375.00
Came & Co	Insurance	Chq	£762.48

**12b To note Income**

Precept

**13. Items for June's Agenda.**