

Black Torrington Parish Council

Leasefield Farm, Halwill Junction, Beaworthy EX21 5XU

Telephone: 07809 688 725 Email: clerkblacktorrington@outlook.com

To All Black Torrington Parish Councillors,

You are hereby summoned to attend the **Annual Parish Council Meeting (AGM) of Black Torrington Parish Council**, which will be held on Tuesday, **16th May 2023**, at the **Village Hall**, Black Torrington, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

D Osborne

3rd May 2023

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

The outgoing Chair will open the meeting

1. **To receive and accept apologies** (Please make any apologies known to the Parish Clerk)

The Chair will now stand down

2. **Election of Chairman**
3. **Election Vice Chairman**
4. **Signing of acceptances of office**
5. **Co-option of councillors to fill vacancies** – to consider any candidates for councillor vacancies resulting from insufficient candidates standing for election
6. **Review Policy Documents and distribution of Standing Orders to new councillors**
7. **Appointments to committees, outside organisations and charities-**
 - a. Village Hall Committee report and appointment of PC trustee
 - b. Playing Field Committee report and appointment of members
 - c. Appointment of P3 coordinator.
 - d. Any other committees to be formed
8. **End of Year Financial Statement**
9. **Review of Cheque signatories**
10. **Review of ring-fenced amounts for future projects.**
11. **Date of next AGM**
12. **Close**

Black Torrington Parish Council

Minutes of the Black Torrington Annual Parish Council Meeting held on Tuesday, 16th May 2023, in the Village Hall

Present: Cllrs, M Moulton (MM), M Down(MD), C Lock(CL), P Mills(PM) A
Pallett, E Heesom & W Frost(WF)

In Attendance: Three members of the public (MoP) & Clerk

The Meeting was opened by the outgoing Chair

1605/01. To receive and accept apologies

Apologies were received from Ward Councillor S Hackett. S Plumber had intended attending the meeting but was unable to do so.

1605/02. Election of Chairman

Councillor Moulton was proposed by CL, seconded by EH and agreed to be Chair for the municipal year to May 2024

1605/03. Election of Vice-chairman

Councillor Down was proposed by PM, seconded by EH and agreed to be Vice-chair for the municipal year to May 2024

1605/04. Signing of acceptances of office

All declarations of acceptance of office were signed before the Proper Officer

1605/05. Coöption of councillors to fill vacancies

T Reeve was proposed by EH, seconded by CL and coöpted as a member of Black Torrington Parish Council

1605/06. Review Policy Documents and distribution of Standing Orders to new councillors

A copy of Standing Orders was given to Councillor Pallett.

The Clerk recommended that the Policy Documents be adopted without revision.

The documents were adopted without revision. The Clerk recommended that despite what he just said the Financial Regulations could do with tweaking to raise the limits for emergency expenditure between meetings in line with inflation. It was agreed to raise the limit from £500 to £1,000. This is only to cover necessary emergency expenditure where a meeting cannot be organised in time, all efforts should be made to get approval from councillors.

1605/07. Appointments to committees, outside organisations and charities-

a. Village Hall Committee report and appointment of PC trustee

Everything is ticking on just fine as it is and the Hall is in credit.

b. Playing Field Committee report and appointment of members

The new mower will arrive once it has been paid for and once the shed for the mower has been repaired. There will be a training day for the new mower.

Councilor Heesom will try and organise a volunteer day in the parish.

The Playing Field Committee will hold it's AGM on the 7th June

The PFC asked that thanks to Brian Lawrence for the donation of a mower be minuted.

c. Appointment of P3 coördinator.

The Parish Paths Partnership coördinator was confirmed as Mr and Mrs Moulton.

d. Any other committees to be formed

None

1605/08. End of Year Financial Statement

The Year End financial statements are appended to these minutes

1605/09. Review of Cheque signatories

It was agreed that all councillors should be cheque signatories.

1605/10. Review of ring-fenced amounts for future projects.

It was agreed that all monies ring-fenced should be carried over to the new Council.

To wit:

Item	£
Ring fenced for new mower	4,000
Ring fenced for Parish Paths Partnership	195
Ring fenced for toilets should TDC divest themselves of their toilets	2,000

1605/11. Date of next AGM

The next AGM will be 14th May 2024

The next Ordinary Meeting will be June 13th

1605/12. Close

Payments over £100

10/05/22	936 Parish Magazine Printing	£227.33	£0.00	£227.33	
22/11/22	955 Parish magazine printing	£554.66	£0.00	£554.66	
01/10/22	950 Parish Magazine Printing	£227.33	£0.00	£227.33	
17/01/23	960 Parish magazine printing	£208.00	£0.00	£208.00	
11/01/23	969 Parish magazine printing	£223.40	£0.00	£223.40	£1,440.72
10/05/22	939 DALC	£106.00	£13.84	£119.84	
05/07/22	940 BHIB insurance	£583.52	£0.00	£583.52	£703.36
10/05/22	938 Plandscape	£220.00	£44.00	£264.00	
05/07/22	943 Plandscape	£110.00	£22.00	£132.00	
01/10/22	952 Plandscape	£385.00	£77.00	£462.00	£858.00
05/07/22	941 No Butts bins Co	£820.00	£164.00	£984.00	
24/09/21	944 Gate painting Right Angle Fir	£240.00	£48.00	£288.00	
01/10/22	948 Stop Gap Fencing MUGA fen	£720.00	£144.00	£864.00	
01/10/22	953 E Knight Woodland Manager	£748.00	£149.60	£897.60	
17/01/23	961 DCW Polymers	£980.00	£196.00	£1,176.00	
17/01/23	962 JHB Uk Ltd	£865.00	£173.00	£1,038.00	£5,247.60
01/10/22	954 PCC Black Torrington grant	£150.00	£0.00	£150.00	
22/11/22	957 Holsworthy Community Rural	£200.00	£0.00	£200.00	
22/11/22	958 Citizens Advice	£200.00	£0.00	£200.00	
05/07/22	940 QEII Jubilee mugs C&C Direct	£439.36	£87.87	£527.23	
17/01/23	965 S Whatmore 2 x Xmas trees	£180.00	£0.00	£180.00	£1,257.23
		£8,387.60	£1,119.31	£9,506.91	

BLACK TORRINGTON PARISH COUNCIL - BUDGET 2022/3

	BUDGET	2022											2023	TOTALS	YET TO	REVISED	VARIANCE
	2022-23	ACTUALS												FOR YEAR	PAY	2022-23	
	£	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2021/22			
Insurance	620				584									584	-	584	36
DALC Affiliation	110		106											106	-	106	4
Domain Name/Hosting	67													-	-	-	67
Software	56													-	-	-	56
Audit	200													-	-	-	200
Admin expenses	300													-	-	-	300
Hall Hire	150		12		12			12	12		28	49	28	153	-	153	-3
Clerk	2,573													-	-	-	2573
Training	100													-	-	-	100
Travel/Subsistence	50													-	-	-	50
Mem. Garden upkeep	100													-	-	-	100
														-	-	-	
BT Times	-		227					227	227		208		223	1,113	-	1,113	-1113
Playing Field maintenance	1,500		220		350			1,853			865			3,288	-	3,288	-1788
Christmas Tree	100										252			252	-	252	-152
Toilets	500													-	-	-	500
Grants/s137fete prize	250				439				500					939	-	939	-689
Reserves	3,166		18					221	91.12				70	400	-	400	2766
	9842	-	583	-	1,385	-	-	2,313	830	-	1,353	49	321	6,835	-	6,835	3007

checks: 6835 3007

31/03/23

Black Torrington
RECONCILIATION

From Accounts 31 st Mar 2023		
Reserve Ac	£3,180.00	
Current Ac	£18,192.61	£21,372.61
Payments not cashed Subtract..		£898.34
Receipts not entered Add.....	£0.00	
Cash as day book		£20,474.27
 Add payments to come		
Precept	£0.00	
VAT reversal	£1,131.31	
Total to come Add	£1,131.31	
Day Book.....		£21,605.58
 Minus restricted funds		
Balance of precept yet to pay		£0.00
Ring fenced for MUGA repairs		£0.00
Ring fenced for mower		(£4,000.00)
Ring fenced P3		(£195.00)
Ring fenced for toilet		(£2,000.00)
Ring fenced for grants		£0.00
Total restricted Subtract	(£6,195.00)	
Total Unrestricted		£15,410.58