

**Alverdiscott and Huntshaw Parish Council**  
**Clerk: Alan Matthewman**  
**26 Fairways View, High Bickington EX37 9BZ**  
**01769 560740; 07720 301894**

**Dear Councillors**

**You are summoned to attend the following meeting:**

***Annual Parish Council Meeting***  
***Wednesday 10th May 2023 at 7.00 pm in***  
***The Village Hall, Alverdiscott***

**Members of the public are encouraged to attend.**

**The formal meeting will be convened following the above items:**

- 1: To appoint a Chair of the Council for the year 2023-24**
- 2: To appoint a deputy chair of the Council for the year 2023-24**
- 3: To receive consent of both the above to serve as councillors and in the position of officers as agreed above**
- 4: To receive letters of acceptance to serve as councillors from all elected members**
- 5: To receive declarations of interest from all elected members in the standard agreed format**
- 6: Chair moves to suspend the meeting temporarily**

***Meeting moves to hold Annual Parish Meeting (See separate agenda)***

***On conclusion of Parish Meeting Chair invites external information***

**To receive information from District and County Councillors**  
**Any other matters raised by the public**

**Chair re-opens Parish Council meeting**

- 7. Apologies for absence – to receive and accept any apologies for absence.**
- 8. Declarations of Interest – to receive any Personal and/or Prejudicial interests from Councillors regarding matters due to be discussed**
- 9. Urgent Matters at the discretion of the Chair**
- 10. Minutes of the Parish Council Meeting held on Wednesday 8<sup>th</sup> March**
- 11. Matters arising from the Minutes of the Parish Council Meeting held on 8<sup>th</sup> March**
- 12. Finance:**
  - (a) Receive and approve the final accounts, bank reconciliation and budgetary summary documents to be provided to the Internal Auditor**

- (b) Approve cheques for payment following the meeting.

**13: To consider and approve the Agar Documentation including:**

- A) Declaration that the council of Alverdiscott and Hiuntshaw consider the council to be an exempt council by virtue of the fact that both income and expenditure are less than the current £25000 limit and to instruct the Clerk to forward the certificate, duly signed, to the external auditor PKF Littlejohn
- B) To approve the dates for the exercise of public rights
- C) To receive and approve the Annual Governance Statement and Accounting Statement and instruct the RFO to communicate these to the internal auditor

**14:** Agree updated Standing Orders and Financial Regulations as circulated

**15. Planning**

To receive and comment on new planning applications and any decisions reached on prior applications since the last meeting

**16: Correspondence:**

**Date of next meeting, Wednesday 5<sup>th</sup> July 2023**

**Alan Matthewman  
Clerk to the Parish Council  
15<sup>th</sup> April 2023**