

# Throwleigh Parish Council

Clerk: Mrs Kate Graddock BA (Hons) FiLCM

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To: Cllrs Jackie Crawford (Chairman), David Jordan, Duncan Vincent, Ann Warwick-Oliver and Julian Wisniewski and Phil Wilson.

You are hereby summoned to attend a meeting of **Throwleigh Parish Council** which will be held on **Tuesday, 31<sup>st</sup> May 2022 at 7.00pm in Throwleigh Village Hall** 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.



**Mrs Kate Graddock BA (Hons) FiLCM**

**Parish Clerk and RFO**

Date of issue: 22<sup>nd</sup> May 2022

## AGENDA

1. **Election of Chairman for 2022/23**
2. **Election of Vice Chairman 2022/23.**
3. **Apologies for absence**  
To receive and approve any apologies for absence.
4. **Declarations of interest**  
To receive any Declarations of interest and DPI's. Members are reminded that all interests must be declared at the beginning of the meeting and prior to the item being discussed.
5. **Minutes**  
To approve and sign as a correct record, the minutes of the meeting held on 11<sup>th</sup> April 2022. Available via the website.
6. **Public Participation**  
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. A question asked by a member of the public during this period shall not require a response or debate at the meeting.
7. **Co-option of Councillor**
8. **Reports from outside bodies**
  - a) To receive a report from Devon County Councillor.
  - b) To receive report from West District Borough Councillor
  - c) To receive report from Police.
9. **Finance**  
To approve Payments and Receipts (Available at the meeting).

**10. Annual Governance and Accountability Reports 20/21**

- a) To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 21/22.
- b) To receive and agree the Accounting Statements contained within the Annual Governance and Accountability Return along with the internal auditor's report and Internal Control 21/22.
- c) To consider and agree the Annual Governance and Accountability Return 21/22.

**11. Governance**

To confirm and approve the following documents.

- a) Risk Assessment.
- b) Standing Orders.
- c) Financial Regulations.
- d) Asset Register.
- e) Statement of Internal Control.
- f) To confirm end of year balances and reserves.

**12. Councillors' Reports and Items for Future Agenda**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.