

**DITTISHAM PARISH COUNCIL**

**Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe**

**To all members of Dittisham Parish Council**

29 April 2016

You are hereby summoned to attend the **Annual Meeting of Dittisham Parish Council** to be held in Dittisham Village Hall, on **Wednesday 4 May 2016 at 7.00p.m.** for the purpose of transacting the following business:

**AGENDA**

**1. Election of Chairman**

**2. Chairman's Signature of Declaration of Acceptance of Office**

**3. Apologies**

**4. Election of Vice-Chairman**

**5. Appointments to Working Parties/ positions of responsibility**

- |  |  |
|--|--|
| 5.1. Dart Harbour Navigation Authority Non-Beneficiary Stakeholders' Group | 5.7. Health Services Dartmouth Steering Group  |
| 5.2. Emergency Committee   | 5.8. Planning                                  |
| 5.3. Footpaths   | 5.9. South Hams Community & Voluntary Services |
| 5.4. Ham Car Park & Level Car Park   | 5.10. Tree Officers                            |
| 5.5. Ham Events  | 5.11. Village Hall                             |
| 5.6. Ham Maintenance   | 5.12. West Dart Bus                            |

**6. Note 2016-17 insurance cover**

Due 3 July 2016. 3 year agreement with Allianz commenced 2015.

**7. Consider 2016-17 contracts & agreements**

- 7.1. Maintenance: *current contract ends 14/7/16, two year extension to 2018 approved MN45/16.1*
- 7.2. Lengthsman: *ongoing arrangement*
- 7.3. SHDC Playground Inspection Insurance and Maintenance Program: *£100+VAT paid in 2015/16. Covers financial year. 2016/17 documents pending.*
- 7.4. SHDC Payroll service: *£100+VAT in 2015, due 1 Oct 2016*
- 7.5. Clerk contract: *ongoing*
- 7.6. Website and email hosting: *£25/year plus hourly maintenance charge (2 yearly JANET government fee next due 2017)*
- 7.7. Cale for Ham Car Park ticket machine: *current contract ends 30/11/2016*
- 7.8. Car Park Supervision: *ongoing arrangement*

**8. Consider approval of subscriptions**

- 8.1. LCR-National Association of Local Councils magazine: *£17.00, paid April 2016*
- 8.2. Society of Local Council Clerks: *£118 paid December 2015*
- 8.3. DALC: *£96.26 paid April 2016*
- 8.4. Information Commissioner's Office: *£35.00 annually next due 27/11/16, compulsory*

**9. Consider approval of 2016 Internal Audit review**

**10. Consider approval of 2016 Risk Register review**

**11. Ordinary Meetings of the Parish Council**

Determine the time and place of ordinary meetings of the full council.

*A Thom*

Annette Thom, Parish Clerk  
clerk@dittishamparishcouncil.gov.uk  
01803 722 417

**PRESS AND MEMBERS OF THE PUBLIC WELCOME TO ATTEND**