DITTISHAM PARISH COUNCIL

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

Draft Minutes of the meeting of the Annual Meeting of Dittisham Parish Council held in Dittisham Village Hall, on Wednesday 2 May at 7.00p.m.

Present: Cllrs J Walker (Chair), Cllr S Stothart, Cllr J Tucker, Cllr D Harris-Evans, Cllr A Stevens, Cllr P Unitt, Cllr C Fraenkel

Devon County Cllr J Hawkins

7 members of the public were present.

AGM/12.1 Election of Chair
It was **resolved** unanimously that Cllr Walker continue to be the Council's Chair.

AGM/12.2 Election of Deputy Chair
It was **resolved** unanimously that Cllr Stothart continue to be the Council's Deputy Chair.

AGM/12.3 Apologies for absence.
Apologies were received from Cllr M Faulkner and Cllr K Wotton.

AGM/12.4 Chair's Signature of Declaration of Acceptance of Office
The Chair signed a Declaration of Acceptance of Office in the presence of the Proper Officer (Clerk).

AGM/12.5 Signature of agreement to receive Agendas by e-mail
A document was circulated and signed and dated by those councillors present.

AGM/12.6 Approval of Minutes of the Annual Parish Council Meeting held on 17 May 2011
It was **resolved** that the minutes of the previous Annual Parish Council Meeting be **approved**.

AGM/12.7 Appointments to Council's Working Parties positions of responsibility 2012-13
All councillors agreed continue in their current roles. In addition it was agreed that Cllr Stothart will represent the Council on Totnes and Dartmouth Ring and Ride and Cllr Walker on South Hams Community & Voluntary Services.

Councillor responsibilities are:

Working Party / Committee	Councillors
DHNA Non-Beneficiary Stakeholders' Group	Cllr Harris-Evans
Dog Warden	Cllr Stevens
Emergency Committee	Cllr Walker, Cllr Stothart, Cllr Faulkner, Cllr Unitt and Cllr Stevens
Footpaths Officer	Cllr Unitt
Totnes and Dartmouth Ring and Ride	Cllr Stothart
South Hams Community & Voluntary Services	Cllr Walker
The Ham Car Park	Cllr Stothart (Chair), Cllr Falkner, Cllr Stevens
The Ham Events	Cllr Harris-Evans (Chair), Cllr Faulkner
The Ham Maintenance	Cllr Wotton, Cllr Stevens, Cllr Fraenkel
Tree Officers	Cllr Faulkner, Cllr Wotton
Village Guides/Publications	Cllr Stothart (Chair), Cllr Harris-Evans, Cllr Walker
Village Hall	Cllr Walker
West Dart Bus	Cllr Stothart

AGM/12.8 Consideration of 2012-13 insurance cover

It was **resolved** that the insurance would be renewed for a period of one year.

AGM/12.9 Consideration of 2012-13 contracts

12.9.1 It was agreed that The Ham Maintenance Working Party would consider the process to enter into the next maintenance contract and report to the June Meeting.

12.9.2 It was **resolved** that the Car Park Supervision arrangement continue unchanged.

12.9.3 It was agreed that the Cale Briparc contract (expires November) be reviewed by The Car Park Committee to report to the October meeting.

12.9.4 It was **resolved** that the SHDC Playground Inspection Insurance and Maintenance Program Agreement be renewed.

12.9.5 It was agreed that the SHDC Payroll service was not currently required. The Car Park Supervisor and the Maintenance contractor are employed as contractors and responsible for their own PAYE.

12.9.6 The Clerk's contract (established March 2012) was not reviewed.

AGM/12.10 Consideration of 2012-13 subscriptions

It was **resolved** that subscriptions be renewed with National Association of Local Councils, Society of Local Council Clerks, Devon Association of Local Councils and Devon Playing Fields Association.

The Annual Parish Council Meeting closed at 7:20.