

CREDITON HAMLETS PARISH COUNCIL

Clerk: Rachel Hodder Higher Penstone Farm Colebrooke Crediton EX17 5JR

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To Crediton Hamlets Parish Councillors

You are hereby summoned to attend the Annual Meeting of **Crediton Hamlets Parish Council** which will be held at Yeoford Community Hall on **Tuesday 6th May 2025** at 7.15 pm

Members of the public and press are invited to attend the meeting.

Rachel Hodder

Clerk

28th April 2025**AGENDA**

- 1. To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office**
- 2. To elect the Vice Chair of the Council and receive the Vice Chair's Declaration of Acceptance of Office**
- 3. To receive and accept apologies**
- 4. To receive declarations of personal and disclosable pecuniary interests in respect of items on the agenda**
 - Councillors are reminded of the need to update their register of interests
 - To declare any personal interests in items on the agenda and their nature
 - To declare any prejudicial interests in items on the agenda and their nature. (Councillors with prejudicial interests must leave the room for the relevant items)
- 5. Public Discussion:** an opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the Agenda or raise issues for future consideration at the discretion of the Chairman. The period of time designated for public participation shall not exceed 10 minutes. Members of the public are not allowed to raise issues when the Council is in Committee.
- 6. Crediton Hamlets Parish Council Annual Meeting Minutes 7th May 2024** – to consider the approval of the minutes as a correct record
- 7. To confirm the appointment of signatories for cheque payments (currently Cllrs Mortimer, Stevens and Cole)**
- 8. To review Committee structures and appoint members to serve on Committees (currently a joint HR & Finance Committee – Cllrs Mortimer, Parker, Stevens and Vigers)**
- 9. To confirm representatives on Crediton United Charities (currently Cllrs Cole and Vigers)**
- 10. To review the Council's Asset Register (circulated to Councillors with agenda)**
- 11. To review the Council's insurance policy (schedule circulated to Councillors with agenda)**
- 12. To obtain Councillors' consent to receiving agendas by email**
- 13. To agree the dates of the 2025/6 Council meetings** – 2nd June, 7th July, 1st September, 6th October, 3rd November, 1st December, 5th January, 2nd February, 2nd March, 7th April
- 14. Date of next Annual Meeting:** Tuesday 5th May 2026 (Tuesday due to bank holiday)