

Instow Parish Council (AGM)

Minutes of the meeting held on Thursday 19th May at the Parish Hall 7.20pm

1. Min 1 AGM 2022 - Apologies received – all Councillors in attendance
2. Min 2 AGM 2022 - Declarations of Interest – none declared
3. Min 3 AGM 2022 - Chairman hands over to Vice-Chair for election of Chairman 2022/23 – Cllr Scott (Vice-Chair) thanked Cllr Allen for his Chairmanship during the past year, and also proposed him (Cllr Arthur seconded) as Chair for the coming year. There was one abstention, and 5 in favour. Cllr Allen accepted the position.
4. Min 4 AGM 2022 – The Chair thanked Cllr Scott for her work over the past year, and also proposed that she carry on as Vice-Chair for the coming year. Cllr Stewart seconded the proposal and Cllr Scott was elected unanimously
5. Min 5 AGM 2022 - Minutes of AGM 2021/22 - already approved
6. Min 6 AGM 2022 - Appointments of Councillors to committees – see appendix 1
7. Min 7 AGM 2022 - Financial summary – see appendix 2. Chair given authority to sign AGAR once completed
8. Min 8 AGM 2022 - Parishioner questions. A question was asked to what was happening with the storm damaged garages to the side of Marine Parade Car Park. The answer was given that NDC were still considering the issue.
9. Min 9 AGM 2022 - Date of 2023 AGM – 3rd Thursday in May

Appendix 1 – Committees. Cllr Hellyer proposed and Cllr Maccall seconded that the following committee positions are as documented below. Unanimous.

Finance – Cllrs Scott, Hellyer, & Arthur

Parish Hall – Cllrs Hackett & Stewart

Police Liaison – Parish Clerk

Car Park – Cllrs Maccall, Hackett, Hellyer, & Stewart

Beach Management – Cllrs Scott, Maccall, Hackett, & Arthur

Emergency Planning – Cllr Scott

Cheque Signatories – Cllrs Allen, Scott, Hackett, Maccall, & Parish Clerk

Co-option and Interview Panel – Cllrs Allen, Scott, Maccall, & Hellyer

Responsible Financial Officer – Parish Clerk

Internal Auditor – Michael Green

Taw & Torridge Forum – Cllr Maccall

Planning May – July. Cllrs Hellyer & Hackett.

Planning August – October. Cllrs Allen & Maccall

Committees Continued.....

Planning November – January 2023. Cllrs Allen & Stewart

Planning February – April 2023. Cllrs Scott & Arthur

Appendix 2 – Financial summary

We did well this year with receipts (not including VAT) of nearly £65,000. The car park receipts were just over £50,000. This is better than forecast as we had expected the car park to be closed for one month, and it was not.

Our payments without VAT were nearly £51,000. The biggest expense for the council was the toilets, whose normal running costs were nearly £12,000.

The car park continues to be the big revenue generator for Instow, and this year we installed a new Metric contactless machine costing around £4,500 which has been popular. This had teething problems (lack of sun for the solar panel, lack of signal etc).

There was net zero of income from the moorings as the amount we receive from Peter Short just covers the amount we have to pay to Crown Estates.

In September we will be resurfacing the car park. You will all know that the cost of materials has risen greatly, so as you can expect the cost of resurfacing the car park has also risen. We had three tenders, of which we accepted one, but there will be costs of surveying the groundworks, furnishing the car park, line painting, notices etc. on top of this. This large cost will eat into the reserves of Instow Parish Council, but we have enough money to do the work and be solvent. A big thank you to Chic Stewart for all his work on obtaining tenders and negotiating with contractors.

I would like to thank the rest of the Finance Committee, James Hellyer and Nick Arthur for their support during the year, and in particular James's advice on which system to use for our accounts now that we are enrolled for Making Tax Digital. Roger Levick, our clerk, has coped with the transition remarkably well.

I would also like to thank all the rest of the Council for their understanding and patience on the financial matters. It is really appreciated. And, finally, I would like to thank Michael Green, our Internal Auditor, for the excellent and thorough work he does checking our accounts.