

## Virginstowe Parish Meeting

Held on 26<sup>th</sup> May 2021

1. Mrs J Richards, Mrs H. Marshall, Ms E Fisher, Mr R Lancaster, Ms M Yiorkas, Mr M Hancock (Clerk) & Mr P Foster (Chair) attended the meeting.
2. Mr Foster opened the meeting and explained why the meeting was called. As a legal requirement the financial statements for the Parish Meeting required to be signed off by the Chairman after any discussion.
3. The minutes of the last meeting on the 19<sup>th</sup> June 2019 were distributed and signed off by the Chairman.
4. Matters arising:- The use of the privately run Facebook page for Virginstowe was not appropriate as a means of distributing information as it is primarily a chat room. Posters were put up around the village informing people of the official Web page for the Parish Meeting. It was felt by the meeting that an individual flyer should be produced for every household of Virginstowe. Mr Hancock (Parish Clerk) agreed to produce the flyer and Mrs Marshall and Ms Fisher agreed to copy the flyer and distribute it around to all household in the village.
5. The use of E-mail was discussed and Ms Fisher agreed to provide Mr Hancock with those Email addresses she has so information can be distributed via this method.
6. Does Virginstowe officially have an E on the end of its name or not. Mr Hancock agreed to find out.  
*Subsequent to the meeting Mr Hancock found that Torrridge D C Planning also the Electoral Role department and the Royal Mail Address Database use the E however DDC Highways Department do not. However a Google search found over 47,000 results having the E as well. So no definitive answer could be found, it is up the individual what they use and VPM will continue to use the title with an E.*
7. Financial Report. The Annual Audit Report was presented having had this carried out by an independent third party auditor. The accounts for Virginstowe Parish meeting were distributed and examined without comment.
8. **Governance Statement.** The statement was distributed and the meeting agreed to sign it off. This was minuted under ref VPM1

9. **Accounting Statement.** The accounting statement was distributed and the meeting agree to sign it off. This was minuted under ref VPM2
10. **The Certificate of Exemption** (AGAR 2020/21) was then approved by the Meeting and dated on the document accordingly. This document will now be sent back to our external auditors.
11. All documents can be viewed on the Virginstowe Parish Meeting Website

AOB.

12. Mrs H Marshall thanked both Mr Foster and Mr Hancock for their work running the Virginstowe Parish Meeting.
13. A new Website template will be produced by Devon County Council & Torrington DC and Mr Foster will set up this new website should be ready by the end of September 2021 but that date cannot yet be fixed as it is very much work in progress at the present for all parties.
14. Ms Yiokas asked what the criteria was for the two donations for help in the pandemic. Torrington DC which provided Virginstowe Parish Meeting with £130.00 left it to the discretion of the parish to decide. As it was not possible to hold an official meeting due to the lockdown so a straw poll of a few parishioners was taken and two recipients were both awarded £50.00 each as shown in the accounts. The remainder was sent back to Torrington DC as no other names were put forward.
15. An agreement between the Nat West Bank and Mr Foster has hopefully resolved the problem of the bank trying to close the account due to lack of use.