

DUNCHIDEOCK PARISH COUNCIL

Date of Publication – 07/09/2026

Councillors are invited to attend the Meetings of Dunchideock Parish Council to be held on **Monday 14th September 2026 at 7.30pm** at Dunchideock Village Hall to transact the following business.

Members of the public and press are welcome to all council meetings.

Cllr. Dudley Swain, Chairman

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Public Discussion** - To allow members of the public to ask questions or make comments on any item on the agenda. Not to exceed 15 minutes; not to exceed up to 3 minutes per speaker. *Standing Order 3 (e-k) refers.*
- 4 Minutes** - To approve minutes of the Parish Council Meetings held on 13th & 27th July 2026
- 5 County & District Councillor's Reports**
- 6 Financial Report** - Financial statement, CIL, bank balance, VAT 2024/25/26 reclaim – DB-W
- 7 AGAR and Internal Audit** – Progress on AGAR and the internal audit - DB-W
- 8 Items of Expenditure –**

Internal Audit 2025/26 - SILC Ltd	£95.00	Appendix A
Insurance 2026/27 – Community First	£214.85	Appendix B
Noticeboard Keys – Replacement Keys Ltd	£22.15	Appendix C
Replacement Mirror Manstree Cross – Simply Safety Group	£34.79	Appendix D
- 9 PC Document/Policies updates** – Update on progress.
- 10 Village Name Signs** – Update on progress.
- 11 Notice Boards** – Update on installation of step.
- 12 Telephone Box** – Update on progress
- 13 Parish Clerk & RFO** – Update on responses.
- 14 Casual Vacancies** – Update on responses.
- 15 Public Discussion** – Final session as per item 3
- 16 Date of next Meeting** - Next Meeting is 2nd November at 7.30pm in the Village Hall.

Appendix A

INVOICE

INVOICE NO: SILC013
DATE: 27/05/2026

TO:

Dunchideock Parish Council
C/O Village Hall
School Lane
EX2 9UG

DESCRIPTION	AMOUNT
2025-26 Year End Inspection, Internal Audit Report & AGAR Sign Off.	95.00
TOTAL DUE	£95.00

20% deposits are payable to secure diary dates unless otherwise agreed. Deposits are due upon receipt of invoice and prior to commencement. Balances are due on completion.

SPECIALISTS IN LOCAL COUNCILS (SILC) LTD

210 SHELBOURNE ROAD, CHARMINSTER, BOURNEMOUTH, DORSET, BH8 8RB

contact@silcld.co.uk | 07312 126140

PAYMENT DETAILS:

Specialists in Local Councils (SILC) Ltd

60-83-71
94970625
Starling Bank

Appendix B

Invoice for payment 2026-2027
Policy Number: YLL2720278713
Insurance Renewal Premiums
Renewal Date: 1st September 2026

COMMUNITY FIRST Community Insurance

VAT No. 250510549

ZURICH Municipal

FAO: Dudley Swain

Dunchideock Parish Council

The Policy is currently with a long term agreement

3/3 Yr LTA

Core Cover	
Office Contents, Business Interruption, Public Liability Employers Liability	
Personal Accident, Fidelity Guarantee, Libel & Slander, Money, Legal Expenses	
Hireers Liability	
Extensions of Cover	
Part C All Risks	
Total Sums Insured £8,500	
(Individual items detailed in schedule)	
Sub Total:	191.83
The premium includes a commission fee retained by Community First	
Insurance Premium Tax (12%)	23.02
Total Amount Due	£ 214.85

Payment should be received on or before the renewal date

BACS PAYMENTS TO:
HSBC BANK S/C 40--19-16 A/C 21519700
ref: PC name

Cheques Payable to 'Community First Trading Limited'
send to: Community First Insurance, Unit C2 Beacon Business Centre
Devizes Wiltshire SN10 2EY

Registered Charity Number: 288117 Registered FSA No:
FRN311971

Page 2 of 3

Appendix D



Unit 3, Eden Court, Leighton Buzzard, LU7 4FY



Billing Address:
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX29TR

Shipping Address:
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX29TR

Payment Method:
Visa Card Ending: 1173, Expiry: 07/2029

INVOICE (PAID)

Invoice No.: 200612549
Date: 24-07-2026

Postage Method:
Royal Mail

SKU	Item	Price	Qty	Subtotal
CUSTOM-395	RKPVFW - Custom Order	£3.20	6	£19.20
POSTAGE	Royal Mail	£2.95	1	£2.95
6 Items		Subtotal: £18.46	20.00% VAT: £3.69	Grand Total: £22.15

Replacement Keys Ltd
<https://www.replacementskeys.co.uk>

Company No.: 11908101
VAT No.: GB 117 5628 11

Appendix C

Simply Safety Group
20-22 Wenlock Road
London
N1 7GU
0808 175 4375
www.simplysafetygroup.co.uk
sales@simplysafetygroup.co.uk



Customer Name & Address
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX2 9TR
United Kingdom

Delivery Address
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX2 9TR
United Kingdom

Cust VAT No:

Customer Name & Address
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX2 9TR
United Kingdom

Delivery Address
Dudley Swain
The Croft
Dunchideock
Exeter
Devon
EX2 9TR
United Kingdom

Cust VAT No:

INVOICE

FAO: Dudley Swain

Invoice Date: 31/07/2026

Your Acc No: 407736

Invoice No: 418856

Qty	Code	Description	RSP	Disc %	Price Each	Line Total	VAT%	Line VAT
Order No: 10573290 Order Reference: 206812 Order Date: 31/07/2026								
Delivery No: 209368								
1.00	VP-CM600DA	Driveway Mirror - 600mm Convex - Premium	29.97	3.2536	28.99	28.99	20.00	5.80
		DELIVERY DX Secure			0.00	0.00	20.00	0.00

Special Instructions

£ VAT Analysis

Tax Code	VAT %	Net (£)	VAT (£)
T1	20.00	28.99	5.80

Terms: 6 days from invoice date

Goods Net: 28.99

Delivery: 0.00

Order Net: 28.99

VAT: 5.80

Outstanding: 0.00

Total: 34.79

PAID

Bank name: HSBC, 9 Rose Lane, Canterbury CT1 2JP | Account name: Simply Safety Group | Sort Code: 40-16-11 | Account number: 12094851

VAT Registration No: GB 901 8062 54

Company Reg No: 05126014

Printed: Monday, 03/08/2026 (10:44)

Page: 1 of 1