

# NORTH TAWTON TOWN COUNCIL

Town Clerk:  
Mrs R Rice

14a The Square North Tawton  
EX20 2EP  
Tel 01837 880121

Minutes of the Annual Meeting of North Tawton Town Council held at the Council Offices on **Tuesday 7<sup>th</sup> May 2013 at 7.30 pm.**

Present: Cllr S Blood Cllr Mrs C Burrow  
Cllr K Hodge Cllr Mrs G Hoggins  
Cllr N Morgan (Chairman) Cllr Mrs J Morgan  
Cllr I MacLeod Cllr Mrs A Ponsford  
Cllr Mrs D Rice Cllr S Whiteley

5 Members of the public were present.

**Open Forum** – No members of the public raised any matters.

1. **Apologies for Absence** - Apologies for absence were received from Cllr Dr P Brickley (holiday) and Cllr Mrs J Rosser (sickness).
2. **Declarations of Interest** – None were declared at this stage.
3. **Election of a Chairman and Vice-Chairman of the Council**  
Cllr N Morgan was elected at Chairman of the Council and Cllr Mrs G Hoggins was elected at Vice-Chair.
4. **In Accordance with Standing Order 2 j:**  
Appointment of any new committees:

After some discussion it was resolved that the committee structure should be amended as follows:

**Planning;**

**Finance;**

**Estates;** The Estates Committee should be made up of 3 Councillors from the Planning Committee and 3 Councillors from the Finance Committee.

It was further resolved that the Standing Orders should be amended to reflect the above Committee structure and the Planning Committee shall have executive power to take decisions as if they were taken at a full meeting of the Town Council or may make recommendations to be referred to the next or subsequent ordinary meeting of the council. Any decisions arising from meeting shall be referred to in the minutes as required in 9(a) of the Standing Order.

Following the setting of the new Committee structure after some discussion the members of the three committees were agreed:

**Planning:** Chair Cllr Mrs G Hoggins  
Vice-Chair Cllr Mrs C Burrow

Cllr S Blood                      Cllr Dr P Brickley  
Cllr K Hodge                      Cllrs Mrs A Ponsford

**Finance:**      Chair                      Cllr I MacLeod  
                    Vice-Chair                Cllr Mrs J Morgan  
                    Cllr N Morgan            Cllr Mrs D Rice  
                    Cllr Mrs J Rosser        Cllr S Whiteley

**Estates:**      Chair                      Cllr Mrs G Hoggins  
                    Vice-Chair                Cllr I MacLeod  
                    Cllr Mrs C Burrow       Cllr K Hodge  
                    Cllr Mrs J Morgan       Cllr S Whiteley

- The delegation arrangements to committees, sub-committees, employees and other local authorities were reviewed.
- The terms of references for committees were reviewed.
- Receipt of nominations to existing committees. It was agreed that this item should be deleted from the Standing Orders and they were covered under the first item.
- The Standing Orders and Financial Regulations. (In accordance with Standing Order 30 Responsible Financial Officers Financial Regulations previously circulated. After some discussion it was agreed to delete item 3.4 relating to unspent provisions of revenue budget, and item 5.3 should be amended to read:

“Cheques drawn on the Council’s bank accounts, in accordance with the schedule referred to in the previous paragraph shall be signed by any two Councillors”.

Item 10.3 should be amended to read

“The Clerk, in consultation with the Chairman and Vice-chairman, shall have an emergency budget of £500 available for any immediate remedial works which may be necessary between Council Meetings”.

- The representatives on or work with external bodies were reviewed and it was agreed the following:

Denbrook Community Forum – Cllrs S Blood and I MacLeod  
Eastern Links Committee – Cllr Mrs J Morgan  
Town Hall Management Committee – Cllr Mrs J Morgan

arrangement for reporting back to Council on a regular basis was agreed.

- The review of inventory of land and assets including buildings and office equipment was part of the Audit procedure was noted.
- The Review and confirmation of arrangements for insurance cover in respect of all insured risks is due in August 2013, this review would be undertaken by the Proper Officer.
- The Council’s and/or employees’ memberships of other bodies were reviewed; Council are Members of the Devon Association of Local Councils and the Proper Officer is a Member of the Society of Local Council Clerks.

- The proposed amendments to Council's complaints procedure, previously circulated, was agreed.
- The Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was amended as follows  
Standing Order 27 (b) FOI requests shall be referred by the Proper Officer to the Chairman.
- The Council's policy for dealing with the press/media. (Standing Order 28) This matter was deferred.
- The dates, times and place of ordinary meetings of the full Council for the year ahead – schedule previously circulated, was agreed.
- The matter raised by Cllr N Morgan to consider amended the Standing Order to include:  
"The suspension of Council Meetings to allow members of the public to ask a **Question (ONE ONLY) on item being considered answer will be given if it requires research it will be sent in writing.**

After some discussion it was resolved that the Standing Orders be amended, for a trial period of 6 months, to:

"The meeting shall be suspended prior to Any Other Business to allow members of the public to comment/ask a question on any agenda item only. Time shall be limited to 2 minutes per person, up to a maximum of 3 persons.

In accordance with the standing orders this matter can be reviewed after 6 months of the date of the resolution.

## 5. **Minutes of the Previous Meetings**

- 5.1 The minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 2<sup>nd</sup> April 2013, previously circulated, were agreed and signed.
- 5.2 The minutes of the Planning and Estates Committee meeting held at the Council Offices on Monday 16<sup>th</sup> April 2013, previously circulated, were agreed and signed.
- 5.3 For clarity and openness to note that the Cemetery Charges schedule, attached to the minutes of the Finance Committee meeting held on 18<sup>th</sup> March 2013, should have read "From 01.05.2013" and not "01.05.2010".  
Noted.

## 6. **FINANCE**

- 6.1 **Invoices.** Members inspected the invoices and bank statements and appropriate payments were made in accordance with bank mandate.
- 6.2 **Monthly statement** – Members received the monthly statement and agreed to make the appropriate transfer from the reserve account to the current account to allow payments to be made.

## 7. **Any other business**

The Clerk reported that the stone wall in the Church Yard (southern boundary) was unsafe. Remedial work to make it safe was being undertaken.

The fence on the footpath leading down to Black Clapper, the Clerk informed the Council that she had contact Devon County Council a few weeks ago. The broken picket fence in the Memorial Park the broken sections should be removed.

The Chairman reminded Members that the Annual Town Meeting would be held on the 13<sup>th</sup> May 2013 in the Town Hall and there was to be an Extraordinary Meeting of the Town Council on the 14<sup>th</sup> May 2013.

**8. Date of next meeting**

The next meeting of the Council shall be 4<sup>th</sup> June 2013. The Annual Town Meeting will be held on Monday 13<sup>th</sup> May 2013 in the Town Hall.