

MINUTES
OF THE ANNUAL MEETING OF THE COUNCIL
HELD AT 7.30PM TUESDAY 28 MAY 2024
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL.



AM24.01 ELECTION OF BPC CHAIR:

- .01 Cllr. Merritt was nominated by Cllr. Gateshill to continue as Chair of BPC for the year ahead. This nomination was seconded by Cllr. Head. There were no further nominations made. The nomination was agreed unanimously therefore it was RESOLVED that Cllr. Merritt be duly elected as Chair.
- .02 **Declaration of Acceptance of Office:** Cllr. Merritt as the duly elected Chair signed a declaration of acceptance of office.

AM24.02 ELECTION OF A BPC VICE-CHAIR:

Cllr. Gateshill was nominated by Cllr. Merritt to continue as Vice-Chair of BPC for the year ahead. This nomination was seconded by Cllr. Head. There were no further nominations made. The nomination was agreed unanimously therefore it was RESOLVED that Cllr. Gateshill be duly elected as Vice-Chair.

AM24.03 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. A. Keohane
 Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head
 Cllr. D. Robbins (7/10)
 Clerk: Mrs. K. Ford.
 District Cllr. MacGregor.
 2 members of the public.
- Apologies:** Cllrs. E. Harris W. Vooght & K. Benham (3/10).
- .02 **Declaration of Interests:** None declared.
- .03 **Order of Business:** No changes required.

AM24.04 CO-OPTION

- .01 The Chair introduced Mr James Hooper as a candidate for consideration for co-option. It was proposed by Cllr. Gill, seconded by Cllr. Robbins, that Mr. Hooper be duly elected as a councillor for BPC. This was unanimously agreed and therefore RESOLVED.
- .02 **Declaration of Acceptance of Office:** Cllr. Hooper as the duly elected candidate signed a declaration of acceptance of office as a member of BPC.

AM24.05 BPC COMMITTEE, WORKING PARTIES & REPRESENTATIVES:

Following consideration the following membership was unanimously agreed for the year ahead.

COMMITTEES & WORKING PARTIES

Finance: Cllrs. Merritt, Gateshill, Gill, Grimble, & Keohane (5 members).

Planning: Cllrs. Merritt, Gateshill, Gill, Grimble, Head, & Vooght (6).

Asset Management: Cllrs. Gateshill, Merritt, Gill, Grimble, Head, & Robbins (6)

Strategy & Governance: Cllrs. Merritt, Gateshill, Grimble, Keohane, & Hooper (5)

DATED:

CHAIRMAN:

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Lawns Scout/Community Building Working Party: Cllrs. Merritt, Gateshill, Grimble (3 – one more required).

BERT (Emergency Resilience) Working Party: Cllrs. Vooght, & Keohane (2 – other members co-opted).

Remembrance Working Party: Cllr. Robbins (1 – other members co-opted).

REPRESENTATIVES ON OUTSIDE GROUPS/BODIES

Police Liaison: Cllr. Gill.

Teign Estuary Trail: Cllrs. Merritt, & Cllr. Benham.

Teign Estuary & Coastal Partnership: Currently no representative

Teign Harbour Consultancy Group: Currently no representative

Bishopsteignton Community Centre: Cllr. H. Merritt

Highways Liaison: Cllrs. H. Merritt & D. Robbins

St Johns Church Fabric Committee: Mrs. K. Ford

Sustainable Bishop: Mrs. K. Ford

Royal British Legion (Sub-branch): To be established imminently. Will involve a small membership fee which may be reimbursed by the Parish Council.

It was suggested by Cllr. Head that all members of the council should be a member of at least one committee and a standing order is introduced which states this. Several members agreed with this suggestion. Cllr. Gill raised concern that this may put undue pressure on some councillors. The clerk clarified a standing order could be added with stated 'each member should feature on at least one committee or working party to fulfil their role as a Bishopsteignton Parish Councillor and share the workload of the council'. A proposal to add this standing order was made by Cllr. Head, this was seconded by Cllr. Robbins. It was changed by a substantive motion raised by Cllr. Gateshill that the wording be amended to 'two committees or working parties' this was seconded and voted to be the new motion by a majority of members. The new motion was RESOLVED by a vote FOR: 6, AGAINST: 1. Therefore carried. Clerk to amend BPC Standing Orders accordingly and share the information with all councillors, as several were not present.

Cllr. Gill asked why there was no representative on the Village Hall Committee, as had been included last year. The clerk reported a member from the Parish Council had not been required by the Village Hall Committee when asked but a secondary offer could be made.

AM24.06 GOVERNANCE

.01 **Councillor Code of Conduct:** Members reviewed the draft provided, for which the clerk confirmed there were no amendments. This was proposed for adoption with immediate effect by Cllr. Merritt, seconded by Cllr. Keohane, agreed unanimously therefore RESOLVED.

.02 **BPC Standing Orders:** Members reviewed the draft provided which included several amendments suggested by the clerk as proper officer. These were accepted and the amended version proposed by Cllr. Keohane, seconded by Cllr. Grimble, agreed unanimously therefore RESOLVED. Amendments as agreed, including the new standing order raised in minute AM24.05 to be actioned by the clerk and the new version shared with councillors and published on the BPC website.

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- .03 **BPC Financial Regulations:** Members reviewed the draft provided which was based on the latest model version, published by NALC in May 2024. Members considered the extension of limits requiring 3 quotations however the proper officer advised it was better to be open and transparent as possible when making purchases/appointing contractors and seeking comparable quotes was one obvious way to meet this statutory requirement. It was proposed by Cllr. Grimble that the revised Financial Regulations be adopted, this was seconded by Cllr. Keohane, agreed unanimously and therefore RESOLVED.

THE CHAIR CLOSED THE MEETING AT 20.05