

**Sampford Courtenay Parish Council**  
**MINUTES OF SAMPFORD COURTENAY ANNUAL PARISH COUNCIL MEETING.**

Clerk to the Council :- M.Pratt, Higher Town, Sampford Courtenay, 01837 82285  
AGM of SCPC held at 7.00 pm on Tuesday 3rd May 2022

- 1) **Present:** - Cllrs M Morrissey, M. Wilson, M. Carpenter, J. Friend, C. Coleman, P. Collins, J. Palmer & B Tucker + Clerk M Pratt + 4 members of the public + 1 via Zoom.  
**Cllr Wilson welcomed everyone to SCPC AGM.**
- 2) **Election of Chairperson** – Cllr M Wilson Nominated by Cllr M. Carpenter & Seconded by Cllr P Collins – Duly elected by 6 votes (excluding Cllr Wilson) and 1 abstention from Cllr C Coleman.
- 3) **Signing of Acceptance of Office Form by newly elected Chairperson.**
- 4) **Declaration of Register of Interests.** Clerk asked if any councillors had any changes to their declared Register of Interests – Clerk to check that Cllr Coleman has already declared and submitted to WD his interest in the Community Interest Company.
- 5) **Minutes of AGM 2021 – held on 4<sup>th</sup> May 2021** – Agreed and signed.
- 6) **Election of Vice Chairperson.** – Cllr P Collins nominated by Cllr Coleman & Seconded by Cllr Wilson – appointed unanimously.
- 7) **Election of Governance Committee** – Cllr Collins will replace Cllr Palmer on this committee otherwise members remain the same as last year. (Please see website for members of all committees)
- 8) **Election of Planning Committee.** – remains the same as last year
- 9) **Appointment of other Council representatives** – Cllr B Tucker was elected as Village Hall representative all other positions remain the same as last year.
- 10) **Adoption of SCPC Financial Regulations/Standing Orders**

**a) Financial Regulations – 4.1** Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items **over £1,000**;
- a duly delegated committee of the council for items **over £100**; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below **£100**.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The RFO highlighted to Councillors that this was the template set out as a standard by NALC. The values highlighted in red were what the Council had previously agreed. The Clerk was actioned to circulate the current NALC template to Councillors.

**Proposal by Cllr Coleman** that bullet point 1 amount should be reduced to "£100"; bullet point 2 be amended to "up to £100" and bullet point 3 be removed altogether.

As there was no seconder for this proposal no vote was taken.

**Proposal by Cllr Collins** that bullet point 1 amount should be reduced to “£200”; and bullet point 2 be amended to “up to £200”. Seconded by Cllr Coleman  
Votes for this proposal Cllr Collins, Cllr Coleman, Cllr Tucker, Cllr Friend  
Votes against this proposal Cllr Morrissey, Cllr Wilson, Cllr Palmer & Cllr Carpenter  
Chair Cllr Wilson voted against this proposal. Proposal defeated.

**Proposal by Cllr Morrissey** that the Financial Regulations were approved unamended,  
Seconded by Cllr Palmer  
Proposal carried by 7 votes with 1 objection from Cllr Coleman.

#### **b) Financial Regulations – Professional Indemnity**

Following considerable discussion regarding this item, Cllr Coleman proposed that although he does not claim any competence in legal matters, as a consequence he proposed that SCPC should seek legal endorsement or otherwise by a solicitor in respect to exposure under TORT in respect to supervising contractors.

There was no seconder for this proposal.

Cllr Morrissey asked Clerk to seek free advice from NALC/DALC regarding this matter and report back to the next meeting.

#### **c) Standing Orders**

**DALC ADVICE OBTAINED JUNE 2021** - Minutes are intended as a legal record of decisions made by the council, and should be kept as brief as is consistent with clarity and accuracy. The minutes should not be verbatim, nor a record of discussions between councillors nor a record of arguments made by councillors so minutes do not need to include all comments made at a meeting either verbally or in writing.

Cllr Coleman stated that he has no difficulty with this statement. However all properly notified business does require a reference in the minutes.

Cllr Morrissey seconded this and carried unanimously.

#### **11) Any other business - None**

Marion Pratt  
Parish Clerk.

4<sup>th</sup> May 2022