



## MINUTES - ANNUAL GENERAL MEETING - Wednesday 1<sup>st</sup> May 2024

**Present** Cllrs M Wilson ( Chair ) M. Carpenter ,P Collins , C Coleman ,J McIlwraith , J Moesel , V Smedley and T Squire . Cllr J McInnes ( DCC ) Malcolm Harris ( Clerk ) 6 members of the public

### 1/24 Welcome

Cllr Wilson welcomed everyone to the meeting

### 2/24 Election of Chair

The Clerk had received one nomination for the post of Chair . The nomination was received from Cllr Carpenter . There were no further nominations . Cllr Carpenter proposed and Cllr Collins seconded the appointment of Cllr Wilson as Chair for 2024/25 . All in favour by a show of hands .

### 3/24 Election of Vice Chair

Cllr Wilson nominated Cllr Carpenter as Vice Chair . There were no further nominations.

It was proposed by Cllr Wilson and seconded by Cllr Moesel that Cllr Carpenter be appointed as Vice Chair for 2024/25. All in favour by a show of hands..

### 4/24 Minutes of AGM 2023 held on 17<sup>th</sup> May 2024

The minutes of the 17<sup>th</sup> May 2023 Annual General Meeting were considered for signing.

It was proposed by Cllr Wilson and seconded by Cllr Squire that the minutes of the 2023 AGM held on the 17<sup>th</sup> May 2023 be approved as a true and accurate record. All in favour.

**5/24 6/24/ 7/24 Election of Governance Committee, Election of Planning Committee ,Appointment of other Council representatives were taken as one item.** Membership of the Parish Council committees and other Council representatives on outside bodies were considered and some changes were made to the 2024/25 appointments. The revisions were approved for 2024/25 and a full list is attached as Appendix A to these minutes The revisions were proposed by Cllr Wilson and seconded by Cllr Carpenter . All in favour.

**8/24 Adoption of SCPC Financial Regulations** There was one amendment proposed to 4.1.3 of the existing SCPC Financial Regulations "Due to changes in the number of meetings now held each year and to ensure that lawful debts are discharged without the need to call a separate interim finance meeting, the Clerk in conjunction with the Chair of the Council or Chair of the appropriate Committee, for any items under £1000 . There was a request for a recorded vote on this item It was proposed by Cllr Wilson and seconded by Cllr Smedley that the amendment to 4.1.3 be adopted within the 2024/25 Financial Regulation for Sampford Courtenay Parish Council ( SCPC ) 7 in favour ( Cllrs Wilson, Carpenter, Collins , Squire, Smedley , Moesel and McIlwraith and 1 abstention ( Cllr Coleman )

### 9/24 Adoption of SCPC Standing Orders

Following a discussion regarding the procedure for adopting any changes to Standing Orders , it was agreed that the matter be considered at the next Parish Council meeting on June 26<sup>th</sup> 2024

### 10/24 Approval of the 2023/24 End of Year Financial accounts

There was a request for a recorded vote on this item. It was proposed by Cllr Collins and seconded by Cllr Wilson that the 2023/24 End of Year Financial accounts were approved as a true and accurate record. 7 in favour ( Cllrs Wilson, Carpenter, Collins , Squire, Smedley , Moesel and McIlwraith and 1 abstention ( Cllr Coleman )

### 11/24 Additional Item – Resignation of Cllr Coleman

The Chair informed the meeting that a letter of resignation had been received by Cllr Coleman indication that he wished to retire from the Parish Council . His resignation was accepted. The Chair thanked the Cllr for his long service and work within the community over the years and wished him well in his retirement. Cllr Coleman was presented with a gavel and block later in the evening at the Annual Open Parish Meeting (01/04/ 2024)

The meeting concluded at 7.20pm Minutes published 07/05/2024

Malcolm Harris – Clerk to Sampford Courtenay Parish Council

## Appendix A

### SCPC OFFICERS & COMMITTEE MEMBERS 2024/25

**Chair – Michele Wilson**

**Vice Chair – Mike Carpenter**

**Governance Committee** – a sub committee ( excluding Chair ) who consider any grievances or complaints against the Parish Council . The Governance Committee does not consider complaints or grievances against individual councillors . These are made to the West Devon Monitoring Officer – [www.westdevon.gov.uk](http://www.westdevon.gov.uk)

**Philip Collins   Mike Carpenter   Joe Moesel   James McIlwraith   Victoria Smedley**

**Planning Committee** – a sub – committee of councillors that can be called upon to consider planning applications that fall outside the meeting cycle.

**Michele Wilson   Mike Carpenter   Tom Squire   Phillip Collins   James McIlwraith**

**Footpath Lengthsperson ( s )** – walks the Parish Footpaths and lanes twice yearly and reports to the Parish Council – forming the basis of the P3 application for funding

**Mike Carpenter   Tom Squire**

**OkeRail Representative** – attends meetings to consider the reinstatement of railway route through Okehampton

**James McIlwraith**

**Village Green & Defibrillator Monitoring** –monthly checks and reports on the maintenance of the Village Green and condition of the Play Equipment – weekly checks on the Defibrillator ( light)

**Clerk to SCPC ( Village Green and Playground )   Tom Squire ( Defibrillator )**

**Eastern Links Representative** – quarterly meetings with local councils to discuss local topics and consider TAP applications

**Michele Wilson**

**Village Hall Representative** –VillageHall committee member liaising between Parish Council and Village Hall

**Bob Tucker**

**SCensus Sub Committee** – liaison between the Parish Council and the Environmental and Sustainability Group within the Parish

**Michele Wilson   Philip Collins**

**Dartmoor Rail Working Committee** – **SCPC** and other local councils , agencies and public liaising with GWR and Network Rail with a view to the opening of Sampford Courtenay Station

**James McIlwraith   Joe Moesel**

( Other members are : - Cllr McInnes (DCC) Cllrs Whiteley and Lee ( NTTCC ) J Bourne ( Bondleigh )

Clerk – Malcolm Harris ClerkSCPC @gmail.com