

Dunchideock Parish Council
Minutes of a Meeting of the
Parish Council
held at the Village Hall, Dunchideock
on Wednesday, 16 August 2023 at 7.00 p.m.

Present:

Councillors Samwell (Chairman), Ellis (Vice Chairman), Baker, Barclay-Watt, Gooding, and Swain.

In attendance:

Andrew McKenzie – Parish Clerk
8 members of the public

The following minutes will be considered for approval at the next meeting of the Parish Council and may be subject to change until that time.

Part I

13. APOLOGIES

There were no apologies for absence.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. PUBLIC DISCUSSION

There was no public discussion.

16. MINUTES

Members considered the minutes of the Parish Council meetings held on 29 June 2023, 19 January 2021, and 12 January 2021.

Resolved that the minutes of the Parish Council meetings held on 29 June 2023, 19 January 2021, and 12 January 2021 be approved and signed as a correct and accurate record.

17. STANDING ORDERS

Members considered the proposed Standing Orders for the Parish Council.

Resolved that the Standing Orders be adopted as set out.

18. FINANCIAL REGULATIONS

Members considered the proposed Financial Regulations for the Parish Council.

It was proposed and seconded that paragraph 6.11 be deleted.

Resolved that the Financial Regulations be adopted, subject to paragraph 6.11 being deleted.

19. CODE OF CONDUCT

Members considered the proposed Code of Conduct for the Parish Council.

Resolved that the Code of Conduct be adopted as set out.

20. CIVILITY AND RESPECT PLEDGE

Members considered adopting the Civility and Respect Pledge as put forward by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW).

Resolved that the Parish Council adopt the Civility and Respect Pledge.

21. COMMUNICATION POLICY

Members considered the proposed Communications Policy for the Parish Council.

Following questions, it was stated that:

- The policy should make reference to the Environmental Information Regulations 2004 (EIR) which required certain documentation to be disclosed (subject to no exemptions applying) in the event of an official request being received of the Parish Council;
- The policy supported the Joint Practitioners Guide on Accountability and Governance that the Parish Council should have an email account that belongs to the council and to which the council has access; ideally this should be a .gov.uk or .org.uk address or could be an address linked to the council website.
- The Council should specify how long after a meeting the draft minutes of that meeting should be published. It was suggested that 7 clear working days be inserted.

It was proposed and seconded that the document be amended to include reference to EIR as a means of needing to disclose information when requested to do so, and that the draft minutes be published within 7 clear working days of the meeting to which they relate.

Resolved that the Communications Policy be adopted as set out, subject to reference to EIR as a means of needing to disclose information when requested to do so, and that the draft minutes be published within 7 clear working days of the meeting to which they relate.

22. PARISH COUNCIL VACANCY

Resolved that the Parish Council take steps to co-opt an interested and eligible person at its next meeting.

23. UPDATE ON FINANCES

The Chairman updated the Council as follows:

- (a) Signatories have been added as agreed in previous meeting
- (b) Old signatories not yet removed (to be done)
- (c) Bank statements accessed online, not reviewed or analysed (summary to be given at the next meeting). Balance currently at £17,536.81
- (d) No evidence of any old contractual commitments outstanding for the council
- (e) WordPress for business £240 per annum to host website
- (f) 2 years registration of dunchideockpc.co.uk - £15.59
- (g) Budget is missing for 2023 and will be presented at the next meeting

The Clerk added under (d) that it had been established that an accounting firm in Teignmouth had undertaken the payroll for the Council, and that they still offered the service at a rate of £5.25 +VAT per month. The Council had a credit note of £180 which, if the Council wished to resume their services, would be used and the current standing order stopped, and reinstated when necessary.

Following discussion, it was

Resolved that the updates be noted.

The Chairman sought Council approval for

- (h) 5x Google accounts at £6 per month per user - *note currently the Chairman, and Clerk have accounts resolved under delegated authority. In total this would be £504 per annum.* This gives online, backed up document control and secure, manageable email accounts.

Resolved that the purchase of 5x Google accounts at a cost of £6 per month per user be approved.

24. PARISH COUNCIL INSURANCE

The Clerk circulated the only quotation that had been received totalling £419.57 per annum. He recommended that given the current situation of the Council being uninsured, the Council should approve the quotation.

Following discussion, it was

Resolved that

- (a) Delegated authority be given to the Clerk, in consultation with the Chairman, that the £419.57 be approved as an upper limit, and that the Clerk negotiate with the insurer to remove any unnecessary cover elements to reduce the premium; and
- (b) The Chairman to establish the insurer of the village hall and the Clerk to obtain an insurance quotation based on the last sum and cover insured, and that quotations be compared to ensure.

25. UPDATE – OTHER MATTERS

The Chairman provided updates as follows:

- (a) Laptop retrieved, re-installed. Documents and emails backed up.
- (b) New basic website setup at www.dunchideockpc.co.uk
- (c) Printer received, however not in use and not needed. We will instead agree a cost per page based on a fair usage calculation.
- (d) All PC files in the Chairman possession and will be handed over to the Clerk, along with the laptop.

Resolved that the updates be noted.

26. SCHEDULE OF MEETINGS

Resolved that the following schedule of meetings be approved:

11 September 2023
18 October 2023
8 November 2023
13 December 2023
10 January 2024
14 February 2024
13 March 2023
10 April 2024
8 May 2024 (Annual Meeting of the Parish - 6.30 p.m.)

8 May 2024 (Annual Meeting of the Parish Council on the rising of the Annual Meeting of the Parish)

27. EXCLUSION OF THE PRESS AND PUBLIC

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting for the duration of the following items on the basis that the information to be disclosed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

28. VEXATIOUS PERSONS

The Council considered the status of persons previously deemed to be vexatious by the Parish Council.

Following discussion, it was

Resolved to revoke the designation of vexatious person from the person concerned.

The Chairman closed the meeting at 19:59.

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Councillor Gavin Samwell
Chairman - Dunchideock Parish Council