

**Minutes of a meeting of  
Dunchideock Parish Council held on  
29 June 19:30 at Dunchideock Village Hall**

Present:

Councillors Samwell (GS) (Chairman), Ellis (EE) (Vice Chairman), Barclay-Watt (DBW), and Gooding

16 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.***

**1. ELECTION OF CHAIRMAN**

It was proposed and seconded that Councillor Samwell be elected Chairman of Dunchideock Parish Council for the 2023/24 municipal year..

**Resolved** that Councillor Samwell be elected Chairman of Dunchideock Parish Council for the 2023/24 municipal year.

**2. ELECTION OF VICE CHAIRMAN**

It was proposed and seconded that Councillor Ellis be elected Vice Chairman of Dunchideock Parish Council.

**Resolved** that Councillor Ellis be elected Vice Chairman of Dunchideock Parish Council for the 2023/24 municipal year.

**3. APOLOGIES**

Apologies for absence were received from Councillors Baker, and Swain.

**Resolved** that the apologies for absence be noted.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PUBLIC DISCUSSIONS**

*At this juncture, standing orders were suspended to enable members of the public present at the meeting to address the Council.*

- Two members of the public wished to declare their thanks for the agreement of the councillors present to take on the roles.
- A request was made for there to be a single point of contact for communication to the public. This principle was supported by GS with the point made that there would be [one] physical point and one electronic site.
- GS also confirmed that there had been a website for the Parish Council in the past but that this was currently not operational.
- EE highlighted that he would encourage discussion of parish matters at the meetings rather than via the village whatsapp group
- GS confirmed that the advice sought to ensure the process for creating the meeting was legal, and that was followed, came from:
  - Teignbridge Council elections team
  - Multiple Teignbridge District Councillors
  - Devon Association of Local Councils (DALC)
  - Experienced, qualified local Town Clerk

*At this juncture, standing orders were reinstated.*

## 6. PRIOR MEETING MINUTES

GS apologised for the lack of the previous meeting's minutes. This was due to lack of availability at present and would look to get these approved at the next meeting

**Resolved** that consideration of the minutes of the Parish Council meeting held on 19 January, and 12 February 2021 be deferred to the next meeting of the Parish Council.

## 7. APPOINTMENT OF CLERK AND RFO

GS advised that he had contacted DALC and Teignbridge District Councillors for recommendations and as a result had spoken to Andrew McKenzie, who had agreed he would be available, if requested, to perform the role of Clerk and Responsible Financial Officer (RFO) for a period of up to six months. His appointment was unanimously supported by all attendees

**Resolved** that Andrew McKenzie be appointed as Parish Clerk and RFO subject to his agreement for a period of up to six months.

## 8. SUBSCRIPTIONS

It was noted that the Parish Council was encouraged to carry membership of Devon Association of Local Councils (approx £86 p.a.), and provide the Clerk's membership of the Society of Local Council Clerks (approx £109 p.a.).

**Resolved** that Dunchideock Parish Council become a member of the Devon Association of Local Councils, and the Society of Local Council Clerks.

## 9. CALENDAR OF MEETINGS

Due to all councillors not being present, it was agreed on a one-off basis that the agreement of the next meeting will be deferred.

**Resolved** that consideration of the Parish Council's calendar of meetings be deferred.

## 10. BANK SIGNATORIES

It was highlighted that the Parish Council bank account may still be open, but any existing signatories should be replaced with three new signatories.

**Resolved** that Councillors Ellis, Samwell, and Barclay-Watt be appointed as bank signatories on all bank accounts relating to Dunchideock Parish Council.

## 11. STANDING ORDERS 5J (I-XXI)

**Resolved** that the actions and reviews required by Standing Order 5J (I-XXI) not covered at this meeting be deferred to a future meeting of the Parish Council.

## 12. DATE OF NEXT MEETING

To be advised.