



Minutes of the Full Council Meeting held at 7pm on Wednesday 22nd March 2023 at Martock Parish Hall

Present: Councillor John Hole (Chairman)
Councillor Joy Bailey (Vice Chairman)
Councillor Paul Helyer Councillor Suzanne Luxton
Councillor Graham McDonald Councillor Neil Williams
Councillor Alan Potter Councillor Alison Warne
Councillor Andrew Clegg Councillor Ash Warne
Councillor Louise Clarke Councillor Tony Welsh
Councillor Ashley Chapman Councillor Sylvia Williams

Tracy Lamb – RFO/Clerk

Sally Scattergood – General Manager/Deputy Clerk

458. Apologies for absence

Councillor Neil Bloomfield was absent from the meeting

459. Public participation time

There were 3 members of the public present

A Member of the Public asked the Council what facilities Martock has that other villages do not to have, and has resulted in the increase of the Council Tax

The same member of the public gave the Chairman a note addressed to Martock Parish Council with questions regarding Martock and the Parish Councillors. The Chairman informed the member of the public that she would receive a written reply within 48 hours.

460. Declarations of interest

Cllr. John Hole, Cllr Suzanne Luxton, Cllr Alan Potter and Cllr Graham MacDonald declared an interest in item 12 (Item 436 on Minutes) on the agenda.

461. Confirmation of minutes of previous meetings

Members considered the Public Minutes and confidential minutes of the Full Council meeting held on Wednesday 22nd February 2023.

Resolved that the Public Minutes and confidential minutes of the Full Council meeting held on Wednesday 22nd February 2023 be approved as a correct record and signed by the Chairman.

462. Committee Meeting Minutes and Resolutions

To receive the minutes, note and review the resolutions passed at all committee meetings held since 22nd February 2023 and ratify any decisions as required.

Resolved to include the minutes of the Planning Committee Meeting of 8th February 2023 in the next Full Council Agenda.

463. Resolutions Report

To receive an update from the General Manager on the resolutions report and discuss outstanding actions

Resolved that the following items are to be actioned

- a) To receive an update on the Lease for the Tennis Club with Battons solicitors
- b) Extension of contract with Evis for Cemetery Maintenance till March 2024 to be presented to the next full council meeting

464. FINANCE Monthly reports

- a) To receive and sign the list of payments for February 2023
- b) To receive and sign the list of payments from all previous meetings dated April 2022 to January 2023
- c) To receive and note the current statutory balance sheet
- d) To receive and note the current income and expenditure report
- e) To approve the current account bank reconciliation for February 2023

Resolved to accept the monthly reports

465. Assets

To consider and adopt the Assets Register

Resolved to adopt the Assets Register for 2023 with a further review to be brought back to council in 3 months.

466. Internal audit report

To consider the internal audit report dated 21st February 2023 and resolve any actions

Resolved that the Audit Report is presented every month to Full Council until all items have been resolved.

467 Financial Regulations

- a) To consider and approve an amendment to Financial Regulations 4.1 authority to spend

Resolved to agree the recommendation in the report issued by the RFO, that the RFO/Clerk and the General Manager/Deputy Clerk, in conjunction with chair of the council or chair of the appropriate committee, for any items below £1000.

The Operations Manager and Community team, in conjunction with chair of the council or chair of the appropriate committee, for any items below £500

- b) To consider and approve additional debit cards and their use as per Financial Regulations 6.16

Resolved to agree the recommendation as per Financial Regulations 6.16 that a Debit Card will be issued to the Clerk/RFO, the General Manager/Deputy Clerk and each member of the Community team for use within their delegated spend as per 4.1 of the regulations. Receipts or proof of purchase are to be provided to the RFO for each item of spend at the end of every month

468. Pension Auto Enrolment and Re-declaration

To set the date for auto enrolment and confirm there are no employees to be re-enrolled into the pension scheme

Resolved to set the date for auto enrolment as 25th April 2023 and confirm there are no employees to be re-enrolled into the pension scheme.

469. To consider and approve Cost of Living rises to :

- a) sports fixtures
- b) Private Hire of Parish Hall and Pavilion
- c) Allotments Hire
- d) Burial Fees

Resolved to differ these items to the next Full Council Meeting to allow staff to produce a full document for Councillors to consider

470. Budget

To approve amalgamation of Salaries budgets

Resolved to amalgamate the community team salaries

471. EMRS

To further consider and approve the Earmarked reserves due to ongoing levels of revenue expenditure as per Full Town Council minute reference 365b)

Resolved to amend the following :-

- a) Remove the Earmarked reserve for London Bridge
- b) That £44,708 would be moved to Earmarked Reserves

472. Grants

To consider grant requests from :

- a) Bower Hinton Church £475

Resolved to approve the grant request

- b) St Johns Ambulance £500

Resolved not to approve the application

- c) Scouts and Guides £3000

Resolved to defer this grant application and a request be made to the Scouts and Guides Hall Committee to complete a grant application form to allow consideration at a future meeting.

473. Events Committee

To consider the terms of reference and membership numbers as per Full Council meeting 22nd February 2023 minute 437 that Cllr. Paul Helyer, Cllr. Louise Clarke and Sally Scattergood will meet to review the terms of reference and report back to the next meeting.

Resolved to adopt the Terms of Reference but amend the authority to spend in line with Financial Regulation 4.1.

474. New Motion

New Motion raised by Cllr. Ash Warne in accordance with Standing Orders 10a ix to appoint the members of the Events Committee

Resolved to appoint Cllr. Louise Clarke, Cllr. Paul Helyer, Cllr. Suzanne Luxton and Cllr. Sylvia Williams as member of the Events Committee (Cllr. Louise Clarke confirmed as committee Chair)

475. Date of next meeting

To consider amending the date of the next Full Council Meeting from 26th April 2023

Resolved that the next Full Council Meeting will take place on Wednesday 19th April 2023

476. Confidential Session

Resolved that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

Finance – To consider outstanding debts :

a) **Resolved** to write off bad debts prior to 1st April 2022.

Meeting finished: 8.55 pm

Approved (date):

Signed by the Chair: _____