

MINUTES OF THE ANNUAL MEETING OF THE SOUTH MOLTON TOWN COUNCIL IN THE TOWN HALL, SOUTH MOLTON ON TUESDAY 16TH MAY 2023 AT 7.00PM

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Present: In the Chair: Town Mayor Cllr Ms J. Footman  
 Cllr P. Bishop Cllr Miss V. Burnham  
 Cllr M. Bushell Cllr M. Cornelius  
 Cllr P. Henderson Cllr R. Herniman  
 Cllr S. Hinchliffe Cllr Mrs C. Lock  
 Cllr S Lock Cllr W. Martin  
 Cllr D. Worden

In Attendance: Mr A. C. Coates – Town Clerk  
 Mrs C. Bere – Responsible Finance Officer

1. **PRAYERS**

The meeting was opened in prayer by Cllr Worden.

2. **NOMINATION AND APPOINTMENT OF MAYOR FOR 2023/24 MUNICIPAL YEAR**

It was RESOLVED that Cllr Ms J Footman be the Mayor of South Molton for 2023/24 municipal year. Cllr Footman For: 9. Cllr C Lock For:3.

3. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN/MAYOR**

The Mayor read out her Declaration of Acceptance of Office.

4. **NOMINATION AND APPOINTMENT OF DEPUTY MAYOR FOR THE 2023/24 MUNICIPAL YEAR**

It was unanimously RESOLVED that Cllr Mrs C. Lock be appointed as Deputy Mayor of South Molton for the 2023/24 municipal year.

5. **APOLOGIES FOR ABSENCE**

None.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked the Councillors for putting their trust in her and said she would endeavour to do her best in the role. The Town Clerk asked Councillors to provide their completed Notice of Registerable Interest Form by 1<sup>st</sup> June 2023.

7. **DECLARATIONS OF INTEREST**

None.

8. **APPOINTMENT OF COMMITTEES 2023/24**

a) (i) **Planning Committee** RESOLVED that membership consists of Cllrs Bishop, Burnham, Bushell, Cornelius, Herniman, Hinchliffe & Worden

(ii) RESOLVED that Cllr Cornelius be elected as Chairman.

(iii) RESOLVED that Cllr Bushell be elected as Vice Chairman.

b) (i) **Finance Committee** RESOLVED that membership consists of Cllrs Burnham, Bushell, Cornelius, Henderson, C Lock & S Lock

(ii) RESOLVED that Cllr Cornelius be elected as Chairman.

(iii) Unanimously RESOLVED that Cllr C Lock be elected as Vice Chairman.

- c) (i) **Staff Committee** RESOLVED that membership consists of Cllrs Burnham, Cornelius, Footman, Henderson, C Lock & Martin.

(ii)

RESOLVED that Cllr Footman be elected as Chairman.

- (iii) Unanimously RESOLVED that Cllr C Lock be elected as Vice Chairman.

Members noted that the Chairman and Vice Chairman of the following Committees are elected at their first meeting of the Municipal Year:

- d) **Estates & Amenity Areas Sub-Committee**  
RESOLVED that membership consists of Cllrs Bishop, Burnham, Bushell, Cornelius, Herniman, S Lock & Worden.
- e) **Policy, Procedures & Strategy Sub-Committee**  
RESOLVED that membership consists of Cllrs Cornelius, Footman, C Lock, S Lock, Martin & Worden.
- f) **Neighbourhood Plan**  
RESOLVED that membership consists of Cllrs Bishop, Burnham, Bushell, Henderson & Worden

9. **TO CONSIDER THE POWERS OF COMMITTEES**

It was unanimously RESOLVED that the Planning, Finance, Staff Committee, Estates and Amenity Areas Sub-Committee and Policy, Procedures & Strategy Sub-Committee should have full powers to act subject to the appropriate Terms of Reference for each individual Committee and that all of Reference for each individual Committee and that all other Committees, Sub-Committees, Working Parties and Steering Groups make recommendations to the full Town Council.

10. **MEMBERS TO WHOM TOWN CLERK CAN REFER IN MATTERS OF URGENCY**

It was unanimously RESOLVED that in matters of urgency the Town Clerk refers to the Mayor, Deputy Mayor and the Chairman of Finance.

11. **GENERAL POWER OF COMPETENCE**

It was unanimously RESOLVED to adopt the General Power of Competence.

12. **APPOINTMENT OF REPRESENTATIVES**

RESOLVED that the following appointments be made:

Devon Association of Local Councils – Larger Council Sub-Committee	Cllrs Cornelius and Town Clerk
Friends of Community Woodland Group	Cllr S Lock
South Molton Community Sports & Physical Activity Network (SMCSPAN)	Cllrs Bushell & Worden
Royal British Legion	Town Clerk
South Molton and District Museum Management Group	Cllrs Burnham & C Lock
The PIP Centre	Cllr Footman

There being no further business the meeting closed at 7.34pm.

Chairman .....  
Date .....