



# Ashburton Town Council

## MINUTES OF THE ANNUAL MEETING OF THE ASHBURTON TOWN COUNCIL HELD ON

**Tuesday 13<sup>th</sup> May 2025 at 7.00pm in The Chambers of the Town Hall**

**Present:** Cllrs. Bovey (Chair), Coles, Distin, Giles, Nutley, Pugh, Searight, Turner and Vogel

**In attendance:** Town Clerk, Deputy Clerk and Office Administrator, Portreeve, Master Bailiff, Revd. Jenny Weigel, District Cllrs. Major and Rogers (TDC), & nine members of the public.

Cllr. Bovey opened the meeting and welcomed those present.

### **001.25AM Election of the Chair to Ashburton Town Council (Town Mayor).**

Cllr. Giles proposed that Cllr. Bovey be elected as Chair, seconded by Cllr. Nutley. There being no other nominations Cllr. Bovey was voted unanimously as Chair to Ashburton Town Council.

### **002.25AM Declaration of Acceptance of Office of Chair.**

Cllr. Bovey read and signed the Declaration of Acceptance of Office.

### **003.25AM Apologies.**

An apology was received from Cllr. Wood due to a prior engagement. Acceptance of this apology was proposed by Cllr. Giles, seconded by Cllr. Turner. All in favour.

### **004.25AM Election of the Deputy Chair to Ashburton Town Council.**

Cllr. Bovey proposed Cllr. Wood as Deputy Chair, seconded by Cllr. Giles. All in favour. Cllr. Wood had given written agreement to the Clerk, that if elected she would accept the position.

### **005.25AM Adoption of Ashburton Town Council Operational Policies and Procedures.**

- i. Standing Orders.
- ii. Terms of Reference for Committees.
- iii. Code of Conduct
- iv. Review of the Scheme of Delegated Authority
- v. Review of the Council's complaints procedure.

These policies had previously been circulated. Cllr. Nutley proposed that these policies and procedures be accepted en bloc, seconded by Cllr. Pugh. All in favour.

### **006.25AM Adoption of Ashburton Town Council Financial Policies and Procedures.**

- i. Financial Regulations
- ii. Statement of Internal Control.
- iii. Financial Risk Assessment.
- iv. Investment Strategy.
- v. Confirmation of insurance cover and all insurable risks.
- vi. Review of council and staff subscriptions to other bodies.
- vii. Review of the expenditure incurred under s137 of the Local Government Act 1972.

These policies had previously been circulated. Cllr. Turner proposed that these policies and procedures be accepted en bloc, seconded by Cllr. Searight. All in favour.

#### **007.25AM Adoption of other Ashburton Town Council Policies and Procedures.**

- i. Health and Safety Policy
- ii. Communication and Social Media Policy
- iii. Data Handling Policy

These policies had previously been circulated. Cllr. Turner proposed that these policies and procedures be accepted en bloc, seconded by Cllr. Pugh. All in favour.

#### **008.25AM Appointment of Councillors to committees.**

- i. Finance and Town Hall Buildings – Cllrs. Distin, Giles, Nutley, Pugh, Turner and Vogel
- ii. General Purpose – Cllrs. Distin, Giles, Nutley and Turner
- iii. Planning – Cllrs. Distin, Searight and Turner
- iv. Emergency Committee – All Councillors.
- v. Human Resources (Finance) – Cllrs. Distin and Giles.
- vi. Information Centre – Cllrs. Distin, Giles and Searight.
- vii. Christmas Lights (Finance) – To be stood down.

Cllr. Giles noted that she will step down as Chair of GP and Cllr. Turner will step away from HR. Cllr. Vogel proposed that the above is accepted en bloc, seconded by Cllr. Giles. All in favour.

#### **009.25AM Appointment of Council representatives to advisory sub-committees**

- i. Land Management Working Group (General Purpose) – Cllr. Searight
- ii. Neighbourhood Plan Steering Group (General Purpose) – Cllr. Coles
- iii. Sustainability Working Group (Finance) – Cllrs. Coles and Turner
- iv. Town Furniture Working Group (General Purpose) – to be disbanded
- v. Town Team (Finance) – Cllr. Bovey
- vi. Website Working Group (Finance) – to be disbanded.

#### **010.25AM Appointment of Council representatives to other organisations**

- i. Ashburton Climate Emergency – Cllr. Coles
- ii. Ashburton Community Fridge – Cllr. Coles
- iii. Ashburton Community Land Trust – Cllrs. Searight and Vogel
- iv. Ashburton / Cleder Association – Cllr. Searight
- v. Ashburton Museum
- vi. Ashburton Swimming Pool – Cllr. Searight
- vii. Bank Youth Project – Cllr. Nutley
- viii. Cancer Research Campaign – Cllr. Giles
- ix. Carnival Committee – Cllr. Pugh
- x. Chamber of Trade and Commerce – Cllr. Vogel
- xi. Glendinning Liaison – Cllrs. Distin and Vogel
- xii. Moorland Community Caring – Cllr. Turner
- xiii. Royal British Legion – Cllr. Searight
- xiv. Six-a-Side Courts' – Cllrs. Bovey, Distin, Nutley, Searight, Turner and Wood.

#### **011.25AM Review of land and other assets, and the inspection and sealing of the Deeds in the custody of the Council.**

The Clerk reported that Cllr. Bovey had met previously with her that day to fully inspect the Deeds. Cllr. Bovey inspected the seal and signed the declaration.  
The Deeds to be re-sealed in the Town Hall safe following the meeting.

**012.25AM Confirmation of the dates of ordinary meetings of the Council until the next Annual Meeting.**

The Deputy Clerk presented a list of meeting dates to the end of the calendar year. This will be updated to include dates up to the next Annual Meeting and re-circulated to all Councillors prior to publication.

**ACTION**

Cllr. Bovey thanked everyone for attending and closed the meeting at 19.22

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Chair**

**ACTIONS ARISING FROM THE ANNUAL MEETING – 13<sup>TH</sup> MAY 2025**

**012.25AM Confirmation of the dates of ordinary meetings of the Council until the next Annual Meeting.**

List of meeting dates to be extended and re-circulated.