DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
The Council Office
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Somerset TA22 9BZ

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clerk@dulvertontowncouncil.co.uk
01398 324561

Minutes of the Policies and Procedures Committee & Legal & Finance Committee meeting held on Tuesday 2nd May 2023 at 2.00pm, in the Town Council Office, Lady Street, Dulverton.

Present: Chairman: Mrs Christine Dubery. Cllrs. Mr Nick Thwaites, Mrs Louise Parrish, Mr Alan Ottey and Mrs Margaret Rawle.

Apologies: None

Deferment of business for comment by the public. None

Declarations of Interest: None

Chairman's Comments & Meeting Management: None

Administration Staff Contracts:
Administrative Officer:

RESOLVED: To adopt the Administrative Officer Contract and Job Description as presented by the Clerk. Proposed by Mr Ottey, seconded by Mrs Rawle and carried.

Clerk/RFO:

RESOLVED: To adopt the Clerk/RFO Contract and Job Description as presented by the Clerk. Proposed by Mrs Dubery, seconded by Mrs Parrish and carried.

Annual Insurance Renewals:

a) DTC Insurance

RESOLVED: To recommend the acceptance of the renewal quote at £991.17.Proposed by Mr Ottey, seconded by Mr Thwaites and carried.

b) Vehicle Insurance

RESOLVED: To recommend the acceptance of the renewal quote at £409.52. Proposed by Mrs Rawle, seconded by Mrs Parrish and carried.

Chairman's Allowance 2023/24:

RESOLVED: To approve Chairman's Expenses of £400.00. Proposed by Mr Thwaites, seconded Mrs Rawle and carried.

Review of Resolved and Ring - fenced Expenditure:

RESOLVED: To approve the review of the resolved expenditure dated 31st March 2023 and 1st April 2023. Proposed by Mrs Rawle, seconded by Mr Ottey and carried.

Correspondence: None

Urgent matters to be considered with permission of the Chairman: None

Chairman……