



07/22-23

**Minutes of the Annual Council Meeting held on
Wednesday 18th May 2022 at the Village Hall**

1 Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Ros Wyke proposed Cllr Sue Isherwood as Chair, this was seconded by Cllr Buffy Fletcher. Cllr Sue Isherwood accepted the role and this was unanimously agreed.

(b) The Chair to sign the Declaration of Office Form

Cllr Sue Isherwood signed the declaration of office form as Chair of the Parish Council

2 Election of Vice-Chair

(a) To elect the Vice-Chair for the forthcoming year.

Cllr Guy Timson proposed Ros Wyke as the Vice-Chair, this was seconded by Cllr Buffy Fletcher. Cllr Ros Wyke accepted the role and this was unanimously agreed.

3 Present

Cllrs Ros Wyke, Guy Timson, Sue Isherwood, Adam Euripidou, Buffy Fletcher and Ellie Mains

4 Apologies

All Councillors were present

5 Banking Arrangements

(a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

Two new Councillors will become bank signatories, the online access will also be changed to triple authorisation instead of sole authorisation.

6 To confirm that the Parish Council are Custodian Trustees of the Robert Glanville Playing Fields and Westbury Sub Mendip Village Hall

The Parish Council confirmed that they are Custodian Trustees of the Robert Glanville Playing Fields and Westbury Sub Mendip Village Hall

7 Proposal for the Council to formally adopt the General Power of Competence. The Council is eligible to use the General Power of Competence under the Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012 in that there are at least two thirds of elected members and a qualified clerk.

The Council **RESOLVED** to adopt the General Power of Competence as the Parish Council is eligible to use the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in that there are at least two thirds of elected members and a qualified clerk.

8 Proposal to renew the Zoom subscription for another year for use by the Community

The Council **RESOLVED** to renew the Zoom subscription and also change the payment to annually instead of monthly.

9 Insurance Cover

(a) Agree Annual Insurance

The Council agreed the annual insurance for the year although the cost had been increased by 20%. The policy and price will be reviewed the early part of next year for 2023 - 2024

(b) Agree payment of Annual Insurance

The Council **RESOLVED** to agree the annual payment of £475.49

10 Asset Register**(a) To approve the Asset Register**

The Council approved the Asset Register

11 Risk Assessment**(a) To approve the Annual Risk Schedule**

The Council reviewed and approved the Annual Risk Schedule

12 Policies**(a) To review and adopt the Standing Orders**

The Council reviewed and adopted the Standing Orders

(b) To review and adopt the Financial Regulations

The Council reviewed and adopted the Financial Regulations

(c) To review and adopt the Code of Conduct

The Council reviewed and adopted the Code of Conduct

(d) To review and adopt the Grant Policy

The Council reviewed and adopted the Grant Policy

(e) To review and adopt the Dispensations Policy

The Council reviewed and adopted the Dispensations Policy

(f) To review and adopt the Public Participation Policy

The Council reviewed and adopted the Public Participation Policy

(g) To review and adopt the Publication Scheme

The Council reviewed and adopted the Publication Scheme

(h) To review and adopt the Equal Opportunities Policy

The Council reviewed and adopted the Equal Opportunities Policy

(i) To review and adopt the Health and Safety Policy

The Council reviewed and adopted the Health and Safety Policy

(j) To review and adopt the Volunteer Policy

The Council reviewed the Volunteer Policy

(k) To review and adopt the Dark Skies Policy

The Council reviewed and adopted the Dark Skies Policy

(l) To review and adopt the Westbury Sub Mendip Website Change Control Policy

The Council reviewed and adopted the Westbury Sub Mendip Website Change Control Policy

(m) To review and adopt the Data Protection Policy

The Council reviewed and adopted the Data Protection Policy

(n) To review and adopt the Email Privacy Policy

The Council reviewed and adopted the Email Privacy Policy

(o) To review and adopt the Freedom of Information Policy

The Council reviewed and adopted the Freedom of Information Policy

(p) To review and adopt the Child Protection and Safeguarding Policy

The Council reviewed and adopted the Child Protection and Safeguarding Policy

13 Confirm and agree Dates of Future Meetings for the following year

The Council agreed Dates of Future Meetings for the following year.

14 Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section of the website. Mark Smith is appointed as the village “Webmaster”.

The Council confirmed that the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section of the website. Mark Smith is appointed as the village “Webmaster”.

15 Councillors Interests/Responsibilities

(a) Trustee and Committee Member of Robert Granville Playing Field Trust

Cllrs Guy Timson and Ellie Mains

(b) Representative for the Village Hall Committee

Cllrs Sue Isherwood and Buffy Fletcher

16 Accounts for the Year Ending 31st March 2022

(a) Note the Annual Internal Audit Report from the Internal Auditor

The Parish Council noted the Report from the Internal Auditor

(b) To approve the Annual Governance Statement 2021/2022 of the Annual Return

The Council approved the Annual Governance Statement 2021/2022 of the Annual Return

(c) To approve the Accounting Statement 2021/22 of the Annual Return

The Council approved the Accounting Statement 2021/22 of the Annual Return

(d) Signature of Exclusion Certificate

The Responsible Finance Officer and Chair signed the Certificate of Exemption

(e) Notice of Public Rights and Publication of Annual Governance and Accountability Return

The Notice of Public Rights and Publication of Annual Governance and Accountability Return will run from Monday 13th June until Friday 22nd July 2022

(f) Approval of the Bank Reconciliation for the Year Ending 31st March 2022

The Council approved the Bank Reconciliation for the Year Ending 31st March 2022 and it was signed by the Chair.

(g) To confirm that the Clerk is also the Responsible Finance Officer

The Council confirmed that the Clerk is also the Responsible Finance Officer.

Next Annual Council Meeting Wednesday 3rd May 2023

Meeting Closed 8.10pm