



51/23-24

**Minutes of the Annual Council Meeting held on  
Wednesday 3<sup>rd</sup> May 2023**

**In attendance:** Kate Egan – Parish Clerk was in attendance

**1 Election of Chair**

**(a) To elect the Chair for the forthcoming year**

Cllr Ros Wyke proposed Sue Isherwood as Chair for the current year, this was seconded by Cllr Guy Timson and unanimously agreed.

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

Cllr Sue Isherwood as Chair of Westbury Sub Mendip Parish Council signed the Declaration of Office Form.

**2 Election of Vice-Chair**

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

Cllr Sue Isherwood proposed Ros Wyke as Vice Chair for the current year, this was seconded by Cllr Guy Timson and unanimously agreed.

**3 Present**

Cllrs Buffy Fletcher, Guy Timson, Sue Isherwood, Ros Wyke and Adamos Euripidou.

**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 Councillors were added as signatures during the last year, there was no requirement to add further Councillors. Currently the Parish Clerk is the sole authorisation for online payments for the Bank Account, but the signatures will be sent a link to apply for online authorisation.

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

The Council **CONFIRMED** that the Parish Council are Custodian Trustees of the Robert Glanville Playing Fields and Westbury Sub Mendip Village Hall.

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

The Council **RESOLVED** to renew the Zoom subscription for another year for use by the Community.

**8 Risk Assessment**

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

The Council **RESOLVED** to approve the Annual Risk Assessment.

**9 Policies**

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

**(b) To review and adopt the Financial Regulations**

**(c) To review and adopt the Code of Conduct**

**(d) To review and adopt the Grant Policy**

**(e) To review and adopt the Dispensations Policy**

**(f) To review and adopt the Public Participation Policy**

**(g) To review and adopt the Publication Scheme**

**(h) To review and adopt the Equal Opportunities Policy**

- (i) To review and adopt the Health and Safety Policy
- (j) To review and adopt the Volunteer Policy
- (k) To review and adopt the Dark Skies Policy
- (l) To review and adopt the Westbury Sub Mendip Website Change Control Policy
- (m) To review and adopt the Data Protection Policy
- (n) To review and adopt the Email Privacy Policy
- (o) To review and adopt the Freedom of Information Policy
- (p) To review and adopt the Child Protection and Safeguarding Policy
- (q) To review and adopt the Co-option of Parish Councillors Policy

The Council **RESOLVED** to approve all the Policies named above.

#### **10 Confirm and agree Dates of Future Meetings for the following year**

The Council **RESOLVED** to confirm the Dates of Parish Council Meetings for the following year.

#### **11 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 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”.

#### **12 Councillors Interests/Responsibilities**

- (a) Trustee and Committee Member of Robert Granville Playing Field Trust – two members required.**

Cllr Guy Timson was appointed as the Parish Council representative for the Robert Granville Playing Field Trust for another year.

- (b) Trustee and Committee Member for the Village Hall Committee – two members required**

Cllrs Sue Isherwood and Buffy Fletcher were appointed as the Parish Council representatives for the Village Hall Committee.

#### **13 Accounts for the Year Ending 31<sup>st</sup> March 2023**

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

The Council noted the report from the Internal Auditor.

- (b) To approve the Annual Governance Statement 2022/2023 of the Annual Return**

The Council **RESOLVED** to approve the Annual Governance Statement 2022/2023 of the Annual Return.

- (c) To approve the Accounting Statement 2022/23 of the Annual Return**

The Council **RESOLVED** to approve the Accounting Statement 2022/23 of the Annual Return.

- (d) Signature of Exclusion Certificate**

The Council **RESOLVED** to approve the Certificate of Exemption and it was signed by the Responsible Finance Officer and the Chair.

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

The Council **RESOLVED** to approve the Notice of Public Rights and Publication for the year ended 31<sup>st</sup> March 2023. The dates will run from Monday 5<sup>th</sup> June until Friday 14<sup>th</sup> July 2023.

- (f) Approval of the Bank Reconciliation for the Year Ending 31<sup>st</sup> March 2023**

The Council **RESOLVED** to approve the Bank Reconciliation for the year ending 31<sup>st</sup> March 2023 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 1<sup>st</sup> May 2024

Meeting closed 7.14pm