

**SEAGRY PARISH COUNCIL
DRAFT MINUTES**

Annual Meeting

held at 7.30pm

Goss Croft Hall, Upper Seagry SN15 5HD

8th May 2018

Present: Cllr M Barber, Cllr A Ball, Cllr R Barr, Cllr J H Crosland, Cllr K Pearce and Cllr K Taylor

Also Present: Wiltshire Councillor H Greenman and Mr V Vines MBE Clerk of the Council.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972

01/18 ELECTION OF CHAIRMAN

Cllr R Barr proposed, Cllr J H Crosland seconded, that Cllr M Barber be elected to serve as Chairman of the Parish Council for the 2018/2019 Council Year. Cllr M Barber indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor M Barber signed his Declaration of Acceptance of Office.

02/18 ELECTION OF VICE CHAIRMAN

Cllr M Barber proposed, Cllr A Ball seconded, that Cllr J H Crosland be elected to serve as Vice Chairman of the Parish Council for the 2018/2019 Council Year. It was **RESOLVED UNANIMOUSLY** that he be elected.

03/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs B Zehetmayr.

04/18 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr M Barber proposed, Cllr J H Crosland seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was a need update the bank mandate to remove former and to include all Council Members.

05/18 CALENDAR OF MEETINGS FOR 2018/2019

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2018/2019. **Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY.** The dates agreed are:

12 June 2018	Council Planning meeting (if required)
10 July 2018	Full Council Meeting
14 Aug 2018	Council Planning meeting (if required)
11 Sept 2018	Full Council Meeting
9 Oct 2018	Council Planning meeting (if required)

13 Nov 2018	Full Council Meeting
11 Dec 2018	Council Planning meeting (if required)
8 Jan 2019	Full Council Meeting
12 Feb 2019	Council Planning meeting (if required)
12 March 2019	Full Council Meeting
9 April 2019	Annual Parish Meeting + Council Planning meeting (if required)
14 May 2019	Annual Council Meeting + Full Council Meeting

06/18 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council had no Sub-Committees or Working Groups.

07/18 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering again and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings.

- a. Community Neighbourhood Watch Coordinator - Cllr J Crosland
- b. Community Emergency Planning Coordinator - Cllr J Crosland
- c. Community Rights of Way Warden - Cllr M Barber
- d. Designated Flood Warden and Flood Wardens - Cllrs J Crosland
- e. Neighbourhood Area Plan Steering Group - Cllrs K Taylor and M Barber
- f. Seagry Allotments - Cllr K Pearce
- g. Chippenham Area Board (Wiltshire Council) - Cllr M Barber
- h. Chippenham & Villages Community Area Partnership - Cllr M Barber
- i. Chippenham Area Rural Parish Forum - Cllr M Barber
- j. Wiltshire Council Northern Flood Working Group - Cllr J Crosland.
- k. Goss Croft Village Hall Trustees - Cllrs J Crosland and Mrs B Zehetmayr
- l. Signpost Magazine Liaison - Cllr A Ball

Cllr M Barber proposed, Cllr K Pearce seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements are approved.

08/18 COUNCIL POLICIES

The Council agreed that there was a need to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme and the Risk Assessment and Management Register, also to include a Vexatious Persons Policy and a Complaints Policy. The Clerk would bring forward any changes required for consideration to a future Meeting.

Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY.

09/18 INTERNAL AUDITOR

The Council considered and agreed that Mr Edward Ferguson should be re-appointed the Council's Internal Auditor.

Proposed Cllr M Barber, seconded Cllr R Barr and RESOLVED UNANIMOUSLY.

10/18 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was legally required to register under the Data Protection Act 1998 and would need to renew the registration every year. The Clerk had registered the Council under Registration Reference ZA347203 covering the period 25th April 2018 to 24th April 2019. The Council was now registered as a Data Controller. **(noted)**

11/18 DATE OF NEXT MEETING

A Full Council Meeting was scheduled to commence on the closure of the Annual Council Meeting.

Signed:

Date: **10th July 2018**