

**SEAGRY PARISH COUNCIL**  
**DRAFT MINUTES**  
**Annual Meeting**  
**held at 7.30pm**  
**Goss Croft Hall, Upper Seagry SN15 5HD**

**14<sup>th</sup> May 2019**

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

Also Present: 1 Member of the Public 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**

**01/19 ELECTION OF CHAIRMAN**

Cllr J H Crosland proposed, Cllr A Ball seconded, that Cllr M Barber be elected to serve as Chairman of the Parish Council for the 2019/2020 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.

**02/19 ELECTION OF VICE CHAIRMAN**

Cllr M Barber proposed, Cllr K Pearce seconded, that Cllr J H Crosland be elected to serve as Vice Chairman of the Parish Council for the 2019/2020 Council Year. It was **RESOLVED UNANIMOUSLY** that he be elected.

**03/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs B Zehetmayr.

**04/19 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 include all Council Members.

**05/19 CALENDAR OF MEETINGS FOR 2019/2020**

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 K Taylor and RESOLVED UNANIMOUSLY.** The dates agreed are:

11 June 2019	Council Planning meeting (if required)
9 July 2019	Full Council Meeting
13 Aug 2019	Council Planning meeting (if required)
10 Sept 2019	Full Council Meeting
8 Oct 2019	Council Planning meeting (if required)
12 Nov 2019	Full Council Meeting

10 Dec 2019	Council Planning meeting (if required)
14 Jan 2020	Full Council Meeting
11 Feb 2020	Council Planning meeting (if required)
10 March 2020	Full Council Meeting
14 April 2020	Annual Parish Meeting + Council Planning meeting (if required)
12 May 2020	Annual Council Meeting + Full Council Meeting

#### **06/19 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS**

The Council had no Sub-Committees or Working Groups.

#### **07/19 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.

#### **08/19 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.**

#### **09/19 INTERNAL AUDITOR**

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2019/2020 and the Council asked the Clerk to employ a suitable person.

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

#### **10/19 DATA PROTECTION REGISTRATION**

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA347203 covering the year 2019/2020. The Council is registered as a Data Controller. **(noted)**

#### **11/19 DATE OF NEXT MEETING**

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

Signed:

Date: **9<sup>th</sup> July 2019**