

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.00pm

Kington St Michael Village Hall, Kington St Michael SN14 6HX

16th May 2024

Present: Cllr G Gamble (Chair), Cllr A Hall, Cllr V Ingham, Cllr W Roe, Cllr F Twisse (Vice Chair) and Cllr S Woodhead.

Also Present: 1 member of the public (Mrs M Pratley) who signed the attendance register 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.

24/001 ELECTION OF CHAIR

Cllr W Roe proposed, Cllr F Twisse seconded, that Cllr G Gamble be elected to serve as Chair of the Parish Council for the 2024/2025 Council Year. Cllr G Gamble, indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor G Gamble signed his Declaration of Acceptance of Office.

24/002 ELECTION OF VICE CHAIR

Cllr G Gamble proposed, Cllr A Hall seconded, that Cllr F Twisse be elected to serve as Vice Chair of the Parish Council for the 2024/2025 Council Year. Cllr F Twisse indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor F Twisse signed her Declaration of Acceptance of Office.

24/003 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Newton, Cllr P Macdonald and Cllr M-C Simpson. Apologies were also received from Wiltshire Cllr H Greenman.

24/004 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr G Gamble proposed, Cllr W Roe seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was still a need to alter the bank mandate so that all Council Members were able to sign cheques.

24/005 CALENDAR OF MEETINGS FOR 2024/2025

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2024/2025. **Proposed Cllr F Twisse, seconded Cllr W Roe and RESOLVED UNANIMOUSLY.**

24/006 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

It was confirmed that there was no requirement for any Council Sub-Committees or Working Groups, but that this would be re-considered throughout the Council Year should the need arise.

24/007 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.

- Community Neighbourhood Watch Coordinator – Cllr V Ingham
- Community Emergency Planning Coordinator – Cllr F Twisse
- Community Rights of Way Warden – Cllr V Ingham
- Community Highways & Flood Warden/Parish Steward – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr W Woodhead and Cllr W Roe
- Village Hall Committee Representative/s – Cllr S Woodhead
- QE2 Recreation Field Group Representative – Cllr G Gamble
- United Charities Representative – Cllr G Gamble
- Website Representative – Mr V A Vines
- Chippenham and Villages Community Area Board – Cllr A Hall
- Chippenham Local Highway and Footpath Group (LHFIG) – Cllr A Hall and Cllr F Twisse
- Wiltshire Council Operational Flood Group North – Cllr A Hall
- Chippenham Community Area Parish Forum – No formal appointment
- Tor Hill Footpath Project – Cllr G Gamble
- Chippenham Climate & Ecological Emergency Forum – Cllr F Twisse

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a deputy so that the Council was always represented. **Cllr G Gamble proposed, Cllr A Hall seconded and RESOLVED that the appointments and arrangements be approved.**

24/008 COUNCIL POLICIES

The Council agreed 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, Complaints Policy, Vexatious Persons Policy, Data Protection Policy and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings. **Cllr G Gamble proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

24/009 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2024/2025 and the Council asked the Clerk to employ a suitable person. **Cllr W Roe proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**

24/010 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2024/2025. The Council was registered as a Data Controller under GDPR. Council Members are Data Processors as they held personal information that should not be released into the public domain. **(noted)**

Signed:

Chair, Kington St Michael Parish Council

Date: **20th June 2024**