

DAUNTSEY PARISH COUNCIL

www.dauntseyparishcouncil.gov.uk

11th May 2022

Dear Councillor,

You are summoned to the **Annual Meeting of the Dauntsey Parish Council**, which will be held on **Monday 16th May 2022** in the **Brinkworth Earl Danby's Lower School Hall, Dauntsey at 7.00 p.m.** The press and public are welcome to attend.

Yours faithfully,



Vivian A Vines MBE
Parish Clerk

ANNUAL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

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

1. **ELECTION OF CHAIRMAN:** To elect a Parish Council Chairman for the next Council Year and for the elected Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
2. **ELECTION OF VICE CHAIRMAN:** To elect a Parish Council Vice Chairman for the next Council Year and for the elected Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
3. **APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members. **(For Decision)**
4. **PARISH COUNCIL VACANCY:** To consider the co-option of a suitably qualified person in compliance with Electoral Law. As a result of the Parish Council Elections held on 6th May 2021 the Council is aware that there is a remaining Council Member Vacancy. The Council can co-opt an eligible and suitable applicant to serve for the remainder of the 4-year term. The Council had received interest and had intended to interview candidates. Following the withdrawal of some interested parties one applicant remains from Miss Elizabeth E Bond. Council Members have been previously circulated with her CV. To consider and agree the co-option of Miss Elizabeth E Bond.. There is a requirement to sign a Declaration of Office before any person co-opted can take up the position. **(For Decision)**
5. **CONFIRMATION OF CHEQUE SIGNATORIES:** To confirm cheque signatories as being all Members of the Council, with any two to sign. **(For Decision)**
6. **CALENDAR OF MEETINGS FOR 2022/2023:** To consider and agree a Calendar of Meeting Dates for Full Council Meetings for the next Council Year and Meeting Dates for Planning Council Meetings that are subject to cancellation should there be no business to be transacted. **(see attached) (For Decision)**
7. **ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS:** To consider and agree Membership of Council Sub-Committees and Working Groups for the next Council Year. **(For Decision)**
 - a) Recreation Field Working Group

8. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES: To consider and agree the appointment of Council Representatives for the next Council Year. **(For Decision)**

- a) Dauntsey Vale Passenger Transport Group (Link Member)
- b) Wilts & Berks Canal Group (Link Member)
- c) Malmesbury Primary Care Centre (Patients Participation Group) (Link Member)
- d) Community Neighbourhood Watch Coordinator
- e) Community Emergency Planning Coordinator
- f) Community Rights of Way Warden
- g) Malmesbury Area Board (Wiltshire Council) (Link Member)
- h) Malmesbury & Villages Community Area Partnership (Link Member) *(if required?)*
- i) Malmesbury Area Community Transport Group (CATG) (Link Member)
- j) Dauntsey Vale Link Scheme *(Not required?)*
- k) Community Website Steering Group *(Not required?)*
- l) Community Flood Warden and Flood Wardens
- m) Wiltshire Council Northern Flood Working Group (Link Member)
- n) Local Parish Council Liaison Group *(Not required?)*
- o) B4069 Action Group *(Not required?)*
- p) Wiltshire Council Parish Steward (Link Member)
- q) Media Link/Parish Pump Reporter
- r) Malmesbury Road Safety Alliance (Link Member)
- s) North Wiltshire Solar Farm Action Group (Link Member) *(if required?)*
- t) Malmesbury Community Safety Forum (Link Member)
- u) Dauntsey Parish Neighbourhood Plan Steering Group - *(maximum 2 Members)*

9. COUNCIL POLICIES: To agree 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. **(For Decision)**

10. INTERNAL AUDITOR: To agree the appointment of an Internal Auditor. **(For Decision)**

11. DATA PROTECTION REGISTRATION: The Council is registered with the Information Commissioner, Registration Reference ZA347170. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(to note)**

DAUNTSEY PARISH COUNCIL

MEETING DATES

Council Year 2022 – 2023

All Meetings will take place in the
Brinkworth Earl Danby's Lower School Hall, Dauntsey SN15 4JE

ALL MONDAY EVENINGS

2022

16 May	7.00pm	Full Council Annual Meeting
16 May	7.30pm	Full Council Meeting
6 June	7.00pm	Planning Meeting (if required)
4 July	7.00pm	Full Council Meeting
8 August	7.00pm	Planning Meeting (if required)
5 September	7.00pm	Full Council Meeting
3 October	7.00pm	Planning Meeting (if required)
7 November	7.00pm	Full Council Meeting
5 December	7.00pm	Planning Meeting (if required)

2023

9 January	7.00pm	Full Council Meeting
6 February	7.00pm	Planning Meeting (if required)
6 March	7.00pm	Full Council Meeting
3 April	7.00pm	Planning Meeting (if required)
3 April	7.30pm	Annual Parish Meeting
8 May	7.00pm	Parish Council Annual Meeting
8 May	7.30pm	Full Council Meeting

(Planning Meetings are subject to cancellation if there is no business to conduct)