

DAUNTSEY PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.00pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

13th May 2024

Present: Cllr Mrs E Blacker BEM, Cllr A Bond, Cllr R Chanin and Cllr R Gregory.

Also Present: Mr C Farr 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.

01/24 ELECTION OF CHAIRMAN

Cllr A Bond proposed, Cllr Mrs R Gregory seconded, that Cllr Mrs E Blacker BEM be elected to serve as Chairman of the Parish Council for the 2024/2025 Council Year. Cllr Mrs E Blacker indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Mrs E Blacker signed her Declaration of Acceptance of Office.

02/24 ELECTION OF VICE CHAIRMAN

Cllr A Bond proposed, Cllr Mrs E Blacker seconded, that Cllr Mrs D Wood be elected to serve as Vice Chairman of the Parish Council for the 2024/2025 Council Year. Cllr Mrs D Wood had indicated her willingness to serve prior to the Meeting and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Mrs D Wood, being absent, would need to sign her Declaration of Acceptance of Office at the earliest opportunity.

03/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs D Wood and Cllr G Wood.

04/24 CONFIRMATION OF CHEQUE SIGNATORIES

It was agreed that all Parish Council Members should be cheque signatories, with any two being authorised to sign. It was also noted that the Lloyds Bank mandate would still need to be altered to include all Council Members. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY.**

05/24 CALENDAR OF MEETING FOR 2024/2025

The Parish Council considered a prepared Schedule of Meeting Dates and agreed the dates for the Council Year 2024/2025. **Proposed Cllr Mrs E Blacker, seconded Cllr A Bond and RESOLVED UNANIMOUSLY.**

06/24 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

Recreation Field Working Group. The Council agreed that the Recreation Field Working Group should include Cllr A Bond, Cllr Mrs R Gregory, Cllr G Wood and Cllr Mrs D Wood. All Council Members were welcome to assist throughout the year. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY.**

07/24 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.

- Wilts & Berks Canal Trust – Cllr Mrs R Gregory
- Malmesbury Primary Care Centre (Patients Participation Group) – Cecil Smith
- Community Neighbourhood Watch Coordinator – deferred
- Community Emergency Planning Coordinator – Cllr Mrs E Blacker
- Community Rights of Way Warden – Cllr A Bond
- Malmesbury Area Board (Wiltshire Council) – Cllrs Mrs D Wood
- Malmesbury Area Community Transport Group (LHFIG) – Cllr G Wood
- Dauntsey Designated Flood Warden and Flood Wardens – Designated Flood Warden – Howard Goff. (also NFW Group community representative)
- Wiltshire Council Northern Flood Working Group – Cllr R Chanin
- Wiltshire Council Parish Steward Links – Cllr A Bond and Cllr Mrs R Gregory
- Media Link/Parish Pump Reporter – Vivian Vines
- Malmesbury Road Safety Alliance – deferred
- Malmesbury Community Safety Forum – deferred

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 Mrs E Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements be approved.**

08/24 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 future Meetings. **Proposed Cllr A Bond, seconded Cllr Mrs E Blacker and RESOLVED UNANIMOUSLY.**

09/24 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. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY.**

10/24 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA347170 covering the year 2024/2025. The Council was registered as a Data Controller Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(noted)**

Signed:

Chairman, Dauntsey Parish Council

Date: **1st July 2024**