

DAUNTSEY PARISH COUNCIL

www.dauntseyparishcouncil.gov.uk

29th July 2025

Dear Councillor,

You are summoned to the **Annual Meeting of the Dauntsey Parish Council**, which will be held on **Monday 4th August 2025** in the **Brinkworth Earl Danby's Lower School Hall, Dauntsey** at **7.00 p.m.** The press and public are welcome to attend the Meeting.

Yours faithfully,

Vivian Vines

Vivian A Vines MBE SLCC
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 remaining 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 remaining 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. **COUNCIL MEMBER VACANCIES:** Following the Parish Council Election process the Parish had an un-contested Election as only 3 eligible persons were nominated leaving 4 Vacancies that can now be filled by co-option. The Council now need to agree how they wish to fill the Vacancies. It would be normal to advertise locally and fill the Vacancies from those eligible and who have indicated that they wish to be considered. **(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 2025/2026:** To consider and agree a Calendar of Meeting Dates for Full Council Meetings for the remaining 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 remaining 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) Wilts & Berks Canal Group (Link Member)
- b) Malmesbury Primary Care Centre (Patients Participation Group) (Link Member)
- c) Community Neighbourhood Watch Coordinator
- d) Community Emergency Planning Coordinator
- e) Community Rights of Way Warden
- f) Malmesbury Area Board (Wiltshire Council) (Link Member)
- g) Malmesbury Area Local Highways & Footpath Group (LHFIG) (Link Member)
- h) Community Flood Warden and Flood Wardens
- i) Community Gully & Verge Warden
- j) Wiltshire Council Northern Flood Working Group (Link Member)
- k) Wiltshire Council Parish Steward (Link Member)
- l) Media Link/Parish Pump Reporter
- m) Malmesbury Road Safety Alliance (Link Member)
- n) Malmesbury Community Safety Forum (Link Member)
- o) Community Speed Coordinator and Speedwatch Team

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)**

