

LEIGH ON MENDIP ANNUAL COUNCIL MEETING
Meeting held at the Memorial Hall on Monday 16th May 2022

1 Election of Chair

(a) To Elect the Chair for the forthcoming year

Cllr Iain Kirby proposed Cllr Vicki Taylor as Chair for the forthcoming year, this was seconded by Cllr Estelle Kirby. The role was accepted by Cllr Vicki Taylor and unanimously agreed.

(b) The Chair to sign the Declaration of Office Form

Cllr Vicki Taylor as Chair signed the Declaration of Office Form, this was witnessed by the Proper Officer.

Cllr Vicki Taylor thanked Cllr Dave Mattick for his enormous amount of work over the past few years and especially in the last couple. They will be very big wellington boots to fill and will be looking to Councillors for support.

2 Election of Vice- Chair

(a) To elect the Vice-Chair for the forthcoming year

Cllr Vicki Taylor proposed Cllr Paula Freeland as Vice-Chair, this was seconded by Cllr Dave Mattick. The role was accepted by Cllr Paula Freeland and unanimously agreed.

3 Present

Cllrs Paula Freeland, Iain Kirby, Estelle Kirby, Dave Mattick, Vicki Taylor, Martin Carter and Neil Crump

4 Apologies

All Councillors were present

5 Banking Arrangements

(a) To agree the 'banking arrangements for the year and to agree any changes to the nominated signatories

The Council agreed that the signatures would remain the same for Unity Trust Bank. Signatures have changed for the NS&I Bank Account and a new mandate form was completed.

6 To confirm that the Parish Council are Custodian Trustees of the Memorial Hall

The Parish Council confirmed that they are Custodian Trustees of the Memorial Hall

7 Proposal for the Council to formally adopt the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in that there are at least two thirds of elected members and a qualified clerk.

The Council **RESOLVED** to adopt the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012 in that there are at least two thirds of elected members and a qualified clerk.

8 Asset Register

(a) To approve the Asset Register

The Council **RESOLVED** to approve the Asset Register

9 Risk Assessment

(a) To approve the Annual Risk Schedule

The Council **RESOLVED** to approve the Annual Risk Schedule

- 10 Insurance Cover**
- (a) To agree the Annual Insurance**
The Parish Council agreed the Annual Insurance and are currently in year two of a three-year commitment.
- (b) Agree Payment of Annual Insurance - £453.51**
The Council **RESOLVED** to pay the Annual Payment of £453.51
- 11 Confirm and agree Dates of Future Meetings for the following year**
The Council confirmed the Dates of Future Meetings for the following year
- 12 Policies**
- (a) To review and adopt the Standing Orders**
The Council reviewed and adopted the Standing Order
- (b) To review and adopt the Financial Regulations**
The Council reviewed and adopted the Financial Regulations
- (c) To review and adopt the Code of Conduct**
The Council reviewed and adopted the Code of Conduct
- (d) To review and adopt the Complaints Procedure**
The Council reviewed and adopted the Complaints Procedure
- (e) To review and adopt the Data Protection Policy**
The Council reviewed and adopted the Data Protection Policy
- (f) To review and adopt the Freedom of Information Policy**
The Council reviewed and adopted the Freedom of Information Policy
- a. Agree payment of the Annual Membership to the Information Commissioners Office - £40 Annual Membership**
The Council **RESOLVED** to pay the Annual Membership fee of £40
- (g) To review and adopt the Document Retention Policy**
The Council reviewed and adopted the Document Retention Policy
- (h) To review and adopt the Equality and Diversity Policy**
This was deferred to the next meeting
- (i) To review and adopt the Publication Scheme**
The Council reviewed and adopted the Publication Scheme
- (j) To review and adopt the Grievance Policy**
The Council reviewed and adopted the Grievance Policy
- (k) To review and adopt the Health and Safety Policy**
This was deferred to the next meeting.
- (l) To review and adopt the Public Participation at Parish Council Meetings: Open Forum**
The Council reviewed and adopted the Public Participation Policy
- (m) To review and adopt the Recording of Meetings**
The Council **RESOLVED** to remove this policy as it is covered in the Standing Orders.
- (n) To review and adopt the Recruitment Policy**
The Council reviewed and adopted the Recruitment Policy
- (o) To review and adopt the Volunteer Policy**
The Council reviewed and adopted the Volunteer Policy
- (p) To review and adopt the Grant Policy**
The Council reviewed and adopted the Grant Policy
- (q) To review and adopt the Contact Privacy Policy**
The Council reviewed and adopted the Contact Privacy Policy
- (r) To review and adopt the Dispensation Policy and Request Form**
The Council reviewed and adopted the Dispensation Policy and Request Form

(s) To review and adopt the Social Media Policy

This was deferred to the next meeting

- a. Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section on the website. Chris Cudmore is appointed as the Village Webmaster**

The Council confirmed that the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section on the website. Chris Cudmore is appointed as the Village Webmaster

13 Finance

- (a) To confirm that the Parish Clerk is also the Responsible Finance Officer**

The Council confirmed that the Parish Clerk is also the Responsible Finance Officer

14 Councillors Interest/Responsibilities

- (a) PCSO** Cllr Martin Carter
- (b) Footpaths** Cllr Dave Mattick
- (c) Rangers** Cllr Vicki Taylor
- (d) Highways** Cllr Martin Carter
- (e) Recreation Field** Cllr Martin Carter
- (f) Quarry** Cllrs Neil Crump and Dave Mattick
- (g) Allotment Association** Cllr Martin Carter
- (h) Cemetery** Cllr Estelle Kirby
- (i) Memorial Hall** Cllr Vicki Taylor
- (j) School** Cllr Neil Crump
- (k) Finance** Cllr Iain Kirby
- (l) Planning** Cllrs Paula Freeland and Dave Mattick
- (m) Unitary Council** Cllrs Vicki Taylor and Iain Kirby
- (n) Climate and Emergency Plan** Cllr Iain Kirby

Next Annual Council Meeting 15th May 2023

Meeting Closed 8.10pm