

LEIGH ON MENDIP ANNUAL COUNCIL MEETING

Minutes of the meeting held at the Memorial Hall on Monday 20th May 2024

Present: Cllrs Vicki Taylor (Chair), Estelle Kirby, Iain Kirby, Sue Sweet

Attending: Cllrs Barry Clark, Philip Ham (Somerset Council); Joe McGhee (Clerk); 1 member of the public.

- 1 **Election of Chair**
 - (a) To Elect the Chair for the forthcoming year
Cllr Taylor was proposed as Chair by Cllr E Kirby and seconded by Cllr I Kirby. She was unanimously elected as Chair.
 - (b) The Chair to sign the Declaration of Acceptance of Office form
Cllr Taylor signed the Declaration of Acceptance of Office form and took the Chair.
- 2 **Election of Vice- Chair**
 - (a) To elect the Vice-Chair for the forthcoming year
Cllr Taylor proposed Cllr I Kirby as Vice-Chair; seconded by Cllr E Kirby. Cllr I Kirby was unanimously elected as Vice-Chair.
- 3 **Present**
See above.
- 4 **Apologies**
Cllr Paula Freeland
- 5 **Banking Arrangements**
 - (a) To agree the 'banking arrangements for the year and to agree any changes to the nominated signatories
RESOLVED Unity Trust Bank confirmed as the Council's bank. Council resolved that given the arrangements for accessing funds in the NS&I investment account are so cumbersome (postal access only), that the interest rate applied is very low and the the internal auditor recommended moving the funds, that account should be closed with the balance moved to the Unity Trust current account. Clerk to progress.
- 6 **To confirm that the Parish Council are Custodian Trustees of the Memorial Hall, Recreational Field, Open Space and Allotments**
RESOLVED. Council confirmed that it is a custodian trustee of the Memorial Hall and direct trustee of Recreational Field, Open Space and Allotments.
- 7 **Risk Assessment**
 - (a) To approve the Annual Risk Schedule (Attachment 1)
RESOLVED. Approved.
- 8 **Confirm and agree Dates of Future Meetings for the following year**
RESOLVED. Council confirmed that council meetings will continue to be held on the third Monday of each month, starting at 7:00pm, in the Memorial Hall, with the exception of August when there will be no meeting.
- 9 **Insurance Cover**
 - (a) Select preferred bidder and agree payment of annual fee
The Clerk advised that three quotations had been sought of which the most cost-effective was that from the incumbent insurer, Zurich Municipal. Council resolved to renew the policy with Zurich Municipal; Clerk to progress.
- 10 **Policies (all policies available for review on the website)**
 - (a) To review and adopt the Standing Orders

- (b) To review and adopt the Financial Regulations
 - (c) To review and adopt the Code of Conduct
 - (d) To review and adopt the Complaints Procedure
 - (e) To review and adopt the Data Protection Policy
 - (f) To review and adopt the Freedom of Information Policy
 - a. Agree payment of the Annual Membership to the Information Commissioners Office - £35 Annual Membership
 - (g) To review and adopt the Document Retention Policy
 - (h) To review and adopt the Equality and Diversity Policy
 - (i) To review and adopt the Publication Scheme
 - (j) To review and adopt the Health and Safety Policy
 - (k) To review and adopt the Public Participation at Parish Council Meetings: Open Forum
 - (l) To review and adopt the Volunteer Policy
 - (m) To review and adopt the Grant Policy
 - (n) To review and adopt the Email Privacy Policy
 - (o) To review and adopt the Dispensation Policy and Request Form
 - (p) To review and adopt the Social Media Policy
 - (q) To agree Asset Register (Attachment 2)
- RESOLVED.** All policies approved; Clerk to update on the website.

11 Accounts for the Year Ending 31st March 2024 (AGAR 2023/24 – Attachment 3)

- (a) Note the Annual Audit Report from the Internal Auditor
RESOLVED. Noted.
- (b) To approve the Annual Governance Statement 2023/24 of the Annual Return
RESOLVED. Approved and signed by Chair and Clerk.
- (c) To approve the Accounting Statement 2023/4 of the Annual Return
RESOLVED. Approved and signed by Chair (Clerk having signed before presentation of the statement).
- (d) Signature of the Exemption Certificate
Exemption Certificate signed by the Chair and Clerk; Clerk to send to the external auditor.
- (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return (Attachment 4)
RESOLVED. Approved.
- (f) To confirm that the Parish Clerk is also the Responsible Finance Officer
RESOLVED. Confirmed.

12 Councillors Interest / Responsibilities

The following roles/responsibilities for the coming year will be filled by those mentioned:

- (a) PCSO
Volunteer – Martin Carter.
- (b) Footpaths
Chris Cudmore, as appointed by Somerset Council.
- (c) Rangers
Chris Cudmore.
- (d) Highways
The Council is looking for a volunteer to take on this role.
- (e) Recreation Field
Martin Carter continues in this role as a volunteer.

- (f) Quarry
Cllrs I Kirby and E Kirby (two councillors involved because the Council has two votes on the appropriate committee)
- (g) Allotment Association
Martin Carter
- (h) Cemetery
Cllr E Kirby
- (i) Memorial Hall
Cllr Taylor continues as Chair of the Memorial Hall Committee.
- (j) School
Cllr E Kirby
- (k) Local Community Network
Cllr I Kirby
- (l) Community Review
Cllr Sweet
- (m) Finance
Cllr I Kirby

Next Annual Council Meeting 19th May 2025

Meeting closed at 19:25