

LEIGH ON MENDIP ANNUAL COUNCIL MEETING

Minutes of the meeting held at the Memorial Hall on Monday 19th May 2025

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

Attending: Joe McGhee (Clerk); Cllr Barry Clarke (Somerset Council); 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 V Trundle. She was unanimously elected as Chair.

Cllr advised the meeting that this will be the last year she will serve 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 Freeland 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 Philip Ham (Somerset Council).

5 Banking Arrangements

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

RESOLVED Council resolved to maintain the existing banking arrangements (current account with Unity Trust Bank and signatories being the Clerk and Cllrs Taylor, I Kirby, P Freeland).

6 To confirm that the Parish Council are Custodian Trustees of the Memorial Hall, Recreational Field, Coronation Park and Allotments

RESOLVED. Council confirmed that it is a custodian trustee of the Memorial Hall and direct trustee of Recreational Field, Coronation Park 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. Clerk to confirm this to the Memorial Hall secretary.

9 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

(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 the Asset List (Attachment 2)

RESOLVED. All policies approved; Clerk to update on the website.

10 Financial

- (a) To confirm that the Parish Clerk is also the Responsible Financial Officer.

RESOLVED. Confirmed.

11 Councillors/Volunteers Interests/Responsibilities

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

(a) PCSO

This is covered by regular reports from the PCSO, Will Mortimer, to council, as well as contacts through the Speedwatch Group. In addition. Cllr Trundle advised she is joining the Speedwatch Group

(b) Footpaths

Chris Cudmore, as appointed by Somerset Council.

(c) Rangers

Chris Cudmore on behalf of the council.

(d) Highways

Rose Martin has volunteered to fill this role; the Chair has emailed her about it.

(e) Recreation Field

Cllr Trundle.

(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 will continue to fill this role as a volunteer.

(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) Finance

Cllr I Kirby

(m) Community Plan

Cllr Sweet

(n) Tree and Biodiversity Adviser

Tom Kemp

Next Annual Council Meeting 18th May 2026