

## LEIGH ON MENDIP ANNUAL COUNCIL MEETING

Minutes of the meeting held at the Memorial Hall on Monday 18th May 2026

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

Attending: Joe McGhee (Clerk); Cllr Barry Clarke (Somerset Council); 2 members of the public.

### 1 Election of Chair

(a) To Elect the Chair for the forthcoming year

Cllr Kirby was proposed as Chair by Cllr Taylor and seconded by Cllr Parry. He was unanimously elected as Chair.

(b) The Chair to sign the Declaration of Acceptance of Office form

Cllr Kirby 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

Continued to next meeting.

### 3 Present

See above.

### 4 Apologies

Cllr Trundle; 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, V Trundle).

### 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.

### 9 Policies (all policies available for review on the website)

(a) To review and adopt the Bring Your Own Device Policy

(b) To review and adopt the Code of Conduct

(c) To review and adopt the Complaints Policy

(d) To review and adopt the Data Protection Policy

(e) To review and adopt the Dispensation Policy and Request Form

(f) To review and adopt the Document Retention Policy

(g) To review and adopt the Email Privacy Policy

(h) To review and adopt the Equality and Diversity Policy

(i) To review and adopt the Financial Regulations

(j) To review and adopt the Freedom of Information Policy

(k) To review and adopt the Grants Policy

(l) To review and adopt the Health and Safety Policy

- (m) To review and adopt the IT Policy
- (n) To review and adopt the Public Participation Policy
- (o) To review and adopt the Publication Scheme
- (p) To review and adopt the Social Media Policy
- (q) To review and adopt the Standing Orders
- (r) To review and adopt the Volunteer Policy
- (s) To agree the Asset List (Attachment 2)

**RESOLVED.** All policies and Asset List approved (note – reference to notice board outside the Bell Inn to be removed from Asset List); 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 (Martin Carter team lead).

**(b) Footpaths**

Chris Cudmore, as appointed by Somerset Council.

**(c) Rangers**

Chris Cudmore on behalf of the council.

**(d) Highways**

Chair to contact Rose Martin re filling this role.

**(e) Recreation Field**

Cllr Trundle.

**(f) Quarry**

Cllrs Kirby and Parry for Halecombe liaison; Cllr Kirby for Whatley.

**(g) Allotment Association**

Chair to ask Martin Carter to continue this role.

**(h) Cemetery**

Cllr Sweet

**(i) Memorial Hall**

Cllr Taylor.

**(j) School**

Continued to next meeting.

**(k) Local Community Network**

Cllr I Kirby

**Next Annual Council Meeting 17<sup>th</sup> May 2027**