

**KINGTON ST MICHAEL PARISH COUNCIL
DRAFT MINUTES
Annual Council Meeting**

held at 7.45pm

Kington St Michael Village Hall, Kington St Michael SN14 6HX

16th May 2019

Present: Cllr Mrs S Eaton, Cllr G Gamble, Cllr I Gray, Cllr Mrs E Hocking, Cllr P Macdonald, Cllr J Newton, Cllr W Roe and Cllr R Sealy

Also Present: 3 Members of the Public and Mr V Vines MBE Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

19/001 ELECTION OF CHAIRMAN

Cllr R Sealy proposed, Cllr I Gray seconded, that Cllr G Gamble be elected to serve as Chairman of the Parish Council for the 2019/2020 Council Year. Cllr G Gamble indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor G Gamble signed his Declaration of Acceptance of Office.

On completion of the item Cllr R Sealy, on behalf of the Council, paid tribute to Cllr Adrian Cole for his commitment to and work on behalf of the Council and the community during his lengthy period as Chairman of the Council.

19/002 ELECTION OF VICE CHAIRMAN

Cllr W Roe proposed, Cllr Mrs E Hocking seconded, that Cllr J Newton be elected to serve as Vice Chairman of the Parish Council for the 2019/2020 Council Year. It was **RESOLVED UNANIMOUSLY** that he be elected.

19/003 APOLOGIES FOR ABSENCE

There were no Apologies received.

19/005 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr P Macdonald proposed, Cllr Mrs S Eaton seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was a need to alter the bank mandate so that all Council Members were able to sign cheques.

19/006 CALENDAR OF MEETINGS FOR 2019/2020

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2019/2020. **Proposed Cllr R Sealy, seconded Cllr W Roe and RESOLVED UNANIMOUSLY.**

The dates agreed were:

20 June 2019	Full Council Meeting
18 July 2019	Full Council Meeting
19 Sept 2019	Full Council Meeting
17 Oct 2019	Full Council Meeting
21 Nov 2019	Full Council Meeting
16 Jan 2020	Full Council Meeting
20 Feb 2020	Full Council Meeting
19 March 2020	Full Council Meeting
2 April 2020	Annual Parish Meeting
16 April 2020	Full Council Meeting
21 May 2020	Annual Council Meeting + Full Council Meeting

Change of Council Meeting commencement times:

It was proposed and agreed that the starting times for all Council Meetings would be changed from 7.45pm to 7.30pm. **Proposed Cllr R Sealy, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

19/007 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council has no Sub-Committees or Working Groups.

19/008 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering again and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings.

KSM Community Neighbourhood Watch Coordinator – No appointment (suggested as a Newsletter item to seek a community volunteer)
 KSM Community Emergency Planning Coordinator – Cllr A Cole
 KSM Community Rights of Way Warden – Mrs Delcia Fussell (WOW) suggested
 KSM Designated Highways and Flood Warden – Cllr P Macdonald
 KSM Neighbourhood Area Plan Steering Group – Cllr J Newton and Cllr W Roe
 KSM Village Hall Committee Representative – Cllr I Gray
 KSM QE2 Recreation Field Group Representative – Cllr A Cole
 KSM United Charities Representative – Cllr G Gamble
 KSM Website Representative – Cllr Mrs E Hocking
 Chippenham Area Board (Wiltshire Council) – No appointment required
 Development Control North (Wiltshire Council) – No appointment required
 Chippenham & Villages Community Area Partnership – It was understood that this Partnership was no longer active and no appointment was required
 Chippenham Area Rural Parish Forum – No appointment required
 Wiltshire Council Northern Flood Working Group – No appointment required

Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements are approved.

19/009 COUNCIL POLICIES

The Council agreed 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. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr G Gamble proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY

19/010 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2019/2020 and the Council asked the Clerk to employ a suitable person.

Cllr G Gamble proposed, Cllr I Gray seconded and RESOLVED UNANIMOUSLY

19/011 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2019/2020. The Council is registered as a Data Controller. (**noted**)

19/012 CLOSURE OF MEETING

There being no further business to conduct the Chairman closed the Meeting at 8.15pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Kington St Michael Parish Council

Date: **20th June 2019**