

**KINGTON ST MICHAEL PARISH COUNCIL  
DRAFT MINUTES**

**Annual Council Meeting**

**held at 7.45pm**

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

**19<sup>th</sup> May 2016**

Present: Cllr A Cole, Cllr W Isaac, Cllr R Sealy and Cllr R Wicks

Also Present: Wiltshire Councillor H Greenman, 7 Members of the Public who signed the Council's Official Attendance Register 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.**

**16/001 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs M Hall and Cllr J Newton.

**16/002 ELECTION OF CHAIRMAN**

Cllr R Sealy proposed, Cllr W Isaac seconded, that Cllr A Cole be elected to serve as Chairman of the Parish Council for the 2016/2017 Council Year. Cllr A Cole indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor A Cole signed his Declaration of Acceptance of Office.

**16/003 ELECTION OF VICE CHAIRMAN**

Cllr A Cole proposed, Cllr T Sealy seconded, that Cllr R Wicks be elected to serve as Vice Chairman of the Parish Council for the 2016/2017 Council Year. It was **RESOLVED UNANIMOUSLY** that he be elected.

**16/004 CONFIRMATION OF CHEQUE SIGNATORIES**

Cllr A Cole proposed, Cllr R Sealy seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign.

**16/005 CALENDAR OF MEETINGS FOR 2016**

The Parish Council confirmed that the Meeting Dates for the remainder of 2016 would:

16<sup>th</sup> June 2016  
21<sup>st</sup> July 2016  
15<sup>th</sup> September 2016  
20<sup>th</sup> October 2016  
17<sup>th</sup> November 2016

**16/006 ELECTION OF PARISH COUNCIL SUB-COMMITTEES**

The Council has no Sub-Committees.

**16/007 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  
KSM Community Emergency Planning Coordinator – Cllr R Sealy  
KSM Community Rights of Way Warden – Cllr R Wicks  
KSM Designated Highways and Flood Warden – Cllr R Sealy  
KSM Neighbourhood Area Plan Steering Group – Cllr A Cole and Cllr R Wicks  
KSM Village Hall Committee Representatives – Cllr A Cole and Cllr J Newton  
KSM QE2 Recreation Field Group Representative – Cllr A Cole  
KSM United Charities Representative – Cllr Mrs M Hall  
KSM Website Representative – Cllr R Wicks  
Chippenham Area Board (Wiltshire Council) – No appointment  
Development Control North (Wiltshire Council) – No appointment  
Chippenham & Villages Community Area Partnership – No appointment  
Chippenham Area Rural Parish Forum – Cllr A Cole  
Wiltshire Council Northern Flood Working Group – No appointment

Cllr A Cole proposed, Cllr R Wicks seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

**16/008 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.

Cllr A Cole proposed, Cllr R Wicks seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

**16/009 INTERNAL AUDITOR**

The Council considered the position of Internal Auditor for the Year 2016/2017 and agreed that Edward Ferguson should be re-appointed.

Cllr A Cole proposed, Cllr R Wicks seconded and **RESOLVED UNANIMOUSLY**

**16/010 CLOSURE OF MEETING**

There being no further business to conduct the Chairman closed the Meeting at 8.05pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Kington St Michael Parish Council

Date: 16<sup>th</sup> June 2016