

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

Tel 01249 657695
Email ksmparishclerk@gmail.com

10th May 2024

Dear Councillor,

You are summoned to the **Annual Meeting of the Kington St Michael Parish Council**, which will be held on **Thursday 16th May 2024** commencing at **7.15pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,

Vivian Vines

Vivian A Vines MBE SLCC
Parish Clerk

ANNUAL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

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

1. **ELECTION OF CHAIR:** To elect a Parish Council Chair for the next Council Year and for the elected Chair to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
2. **ELECTION OF VICE CHAIR:** To elect a Parish Council Vice Chair for the next Council Year and for the elected Vice Chair to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
3. **APOLOGIES:** To note and agree Apologies received from Council Members. **(For Decision)**
4. **CONFIRMATION OF CHEQUE SIGNATORIES:** To confirm cheque signatories as being all Members of the Council, with any two to sign. There is a requirement for all Council Members to be signatories and the HSBC Bank mandate/s to be signed. **(For Decision)**
5. **CALENDAR OF MEETINGS FOR 2024/2025:** To consider and agree a Calendar of Meeting Dates for Council Meetings for the next Council Year. **(see attached) (For Decision)**
6. **ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS:** To consider and agree Membership of Council Sub-Committees and Working Groups for the next Council Year. If any. **(For Decision)**
7. **ELECTION OF REPRESENTATIVES TO COMMUNITY & OUTSIDE BODIES:** To consider and agree the appointment of Council Representatives for the next Council Year ***** **(a list of existing representation is provided below) (For Decision)**
 - a) Community Neighbourhood Watch Coordinator (Lead Member or community volunteer)
 - b) Community Emergency Planning Coordinator (Lead Member or community volunteer)
 - c) Community Rights of Way Warden (Lead Member or community volunteer)
 - d) Community Highways and Flood Warden/Parish Steward Link (Lead/Link Member)
 - e) Neighbourhood Plan Steering Group (2 Members) (representatives to be in the minority on the Steering Group)

- f) Village Hall Committee representatives (2 Members) (nominees who become Trustees of the Village Hall in accordance with their constitution)
- g) QE2 Recreation Field Group representative (1 Member) (representative of the Council as Landowner)
- h) United Charities representative (1 Member) (nominee who becomes a Trustee of the Charity in accordance with their constitution)
- i) Website representative (1 Member) (representative to link with the Website Contractor)
- j) Chippenham and Villages Community Area Board representative (Lead Member)
- k) Chippenham Local Highway and Footpath Group (LHFIG) (Lead Member)
- l) Wiltshire Council Operational Flood Group North (Lead Member)
- m) Chippenham Community Area Parish Forum representative (Lead Member)
- n) Tor Hill Footpath Project (Lead Member)
- o) Chippenham Climate & Ecological Emergency Forum (Lead Member)

- 8. POLICIES:** To agree 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, Complaints Policy, Vexatious Persons Policy, Data Protection Policy and the Risk Assessment and Management Register. **(For Decision)**
- 9. INTERNAL AUDITOR:** To agree the appointment of an Internal Auditor. It is normally agreed for this to be delegated to the Clerk of the Council. **(For Decision)**
- 10. DATA PROTECTION REGISTRATION:** The Council is registered with the Information Commissioner, Registration Reference ZA346569. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(to note)**

******* (list of existing representation following the 2023 Annual Council Meeting)**

- Community Neighbourhood Watch Coordinator – Cllr V Ingham
- Community Emergency Planning Coordinator – Cllr F Twisse
- Community Speedwatch Coordinator – Cllr F Twisse
- Community Rights of Way Warden – Cllr E Allen
- Community Highways & Flood Warden/Parish Steward (Link Member) – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr J Newton and Cllr W Roe
- Village Hall Committee Representative/s – Cllr E Allen
- QE2 Recreation Field Group Representative – Cllr E Hocking
- United Charities Representative – Cllr G Gamble
- Website Representative – Cllr E Hocking
- Chippenham & Villages Area Board (Wiltshire Council) – Cllr A Hall
- Chippenham Area Transport Group (LHFIG (Link Member) - Cllr A Hall and Cllr F Twisse
- Wiltshire Council Operational Flood Group North (Link Member) – Cllr A Hall
- Chippenham Community Area Parish Forum - No formal appointment
- Tor Hill Footpath Project (Lead Member) – Cllr E Hocking
- Chippenham Climate & Ecological Emergency Forum – Cllr E Allen and Cllr F Twisse

The Council has agreed that should the Representative not be available to attend any Meeting efforts would be made to send a Deputy so that the Council was always represented. This does not apply in cases where the Council nominee has become a Trustee/Member of the organisation in accordance with their own Constitution.