

## SEEND PARISH COUNCIL Annual Parish Council Meeting

Minutes of the meeting held on Tuesday 18<sup>th</sup> May 2021. This took place in the upstairs meeting room of the Community Centre

**Present:** Mrs A'Bear, Mrs P Akerman, Mrs A Heatley, Mr Terry James, Mr W Lack, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also Present: Sue Bond

Agenda Item		Action
2021/ 66 Apologies	There were no apologies.	
2021/67 Election of Chairman	The Clerk began the meeting by asking if there were any nominations for the office of Chairman.  Mrs Heatley proposed that Mr James be re-elected as Chairman. This was seconded by Mrs Vince. All Councillors voted in favour. Mr James was duly elected as Chairman.	
2021/ 68 Election of Vice Chairman	Mr James resumed the role of chairman. He asked if there were any nominations for the office of Vice Chairman.  Mrs Vince proposed that Mrs Heatley be re-elected as Vice Chairman. This was seconded by Mrs A'Bear. All Councillors voted in favour. Mrs Heatley was duly elected as Vice Chairman	
2021/69 Declarations of Acceptance of Office	All Councillors signed their Declaration of Acceptance of Office which was countersigned by the Clerk.	
2021/70 Appointment to external bodies	The Councillors were appointed to the following external bodies and PC sub-committees:  <ul style="list-style-type: none"> <li>• Devizes Area Board – Mr John Williams and Mrs Pam Akerman</li> <li>• Devizes CATG - Mr Terry James (Chairman)</li> <li>• Police Liaison Rep - Mrs Anita Heatley</li> <li>• Seend Community Centre PC Rep - Mr Terry James (Chairman)</li> <li>• Seend Lye Recreation Field PC Rep - Mr John Williams</li> <li>• Seend CL&amp;AT - Mr William Lack</li> <li>• Footpath Liaison Officer – Mrs Carole Vince</li> </ul> <u>PC Sub-Committees:</u> <ul style="list-style-type: none"> <li>• Planning Sub-Committee – Mrs Heatley, Mr James, Mrs A'Bear and Mrs Vince</li> <li>• Precept Sub- Committee Mrs Heatley, Mr James, Mrs A'Bear, Mr Lack and Mr Wiltshire</li> <li>• Highways Sub-Committee – Mr James, Mrs Akerman, Mr Williams and Mr Wiltshire</li> <li>• Neighbourhood Plan – Mrs A'Bear, Mrs Akerman and Mrs Vince</li> <li>• Flood Action Plan Committee – Mr James, Mrs A'Bear, Mr Williams and Mr Wiltshire</li> <li>• Fixed Assets inspection/Maintenance Officer – Mr Williams and the Clerk.</li> <li>• Parish Steward Liaison rep – Mr John Williams and the Clerk.</li> </ul>	
2021/71 Standing Orders	The Councillors had been circulated with the Standing Orders prior to the meeting. There were no changes from the previous year.  <u>Resolution:</u> Mr Lack proposed, seconded by Mrs Vince that these Standing Orders be re-adopted. All Councillors voted in favour.	
2021/72 Financial Regulations	All Councillors had been circulated with the NALC version of the Financial Regulations, with figures adapted to suit Seend PC. The Clerk said that as the PC was now a member of WALC/NALC we had access to their model templates for the constitution documents.  <u>Resolution:</u> Mrs Heatley proposed, seconded by Mr Williams that these revised Financial Regulations be adopted. All Councillors voted in favour.	

2021/73 Register of Interests and Election Expenses	The clerk reminded everyone to complete their expenses claim forms.  The Clerk also asked that the Councillors must update their Register of Interests if they have anything new to report.	
2021/74 Statement of Accounts	The Clerk had circulated the Statement of Accounts as prepared by the Accountants. Whilst the figures were correct, there were some minor corrections required, eg the misspelling of one of a Councillor's name and a wrongly attributed asset in the office and equipment section.  The Clerk said she would get these corrected by the accountants so that the Statement of Accounts could be formally approved at the next meeting.	
2021/75 Items for Note	<u>Councillor Vacancies:</u> Mrs A'Bear said that as there were 3 Councillor vacancies that needed to be filled, she suggested that we set some time before the June PC meeting to invite parishioners to come along to a Q&A session on being a councillor. This was agreed and the Clerk to advertise it in the next issue of Spotlight.	
2021/76 Date of next meeting	The Chairman thanked everyone for coming and closed the meeting at 8.11pm.  The date of the next meeting is 25 <sup>th</sup> May 2021. This will begin at 7.30pm, and will be held in the upstairs meeting room of the Community Centre.	

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**Terry James, Chairman, Date: 25<sup>th</sup> May 2021**