

# SEMINGTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on Tuesday 18 May 2021 at 7.30pm in the Village Hall

### Present.

Councillor Peter Smith (Retiring Chairman and newly elected Chairman) and Councillors V Bodman, S Chown, M Kasasian, W Scott and the Clerk, Roger Coleman.

There were three parishioners present.

### **1. Welcome and Introductions.**

The Chairman introduced the meeting and welcomed all those present.

### **2. Declaration of Acceptance of Office.**

The newly appointed parish councillors each signed the 'Declaration of Acceptance of Office Form' which was then countersigned by the Clerk, as the Proper Officer of the Council. The Clerk stated that following advice from Wiltshire Council, Democratic Services there was no need for councillors to re-register their interests if those interests remain unchanged following the 6 May 2021 election.

### **3. Semington Parish Council Declaration of Interests.**

There were no interests declared.

### **4. Apologies.**

There were no apologies. All councillors were present.

### **5. Election of Chair and Vice-Chairman.**

- a. Cllr. Scott proposed that Cllr. Smith be elected as Chairman. There were no other nominations. Cllr. Smith was unanimously elected as Chairman of the Parish Council for the forthcoming year.
- b. Cllr. Smith signed the Declaration Form, as Chairman, and this was countersigned by the Clerk.

The Council **resolved** not to appoint a Vice-Chairman.

### **6. Election of other Officers.**

The following councillors were appointed to take the Parish Council lead for the previously agreed Parish Council 'Themes'  
(N.B. TBA – To Be Agreed)

- Planning & Development – Cllr. Scott/Cllr. Bodman.
- Environment & Streetscene – TBA/Cllr. Smith..
- Transport & Traffic – TBA/TBA.
- Recreation & Wellbeing – Cllr. Chown/Cllr. Bodman.
- Community & Communication – Cllr. Bodman/Cllr. Chown.

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- Village Hall Management Committee Representative(s) - TBA.

### 7. Annual Governance and Accountability Return for the Year ending 31 March 2021.

- The Clerk gave a brief report on the Accounts for FY2020/2021. He stated that he had balanced the accounts, reconciled the Bank accounts with the Cash Book and had completed the Annual Governance and Accountability Return (AGAR).
- The Council unanimously **resolved** to approve the Certificate of Exemption of the Annual Governance and Accountability Return 2020/21 and the Chairman agreed to sign it on behalf of the Council.
- The Council unanimously **resolved** to approve Section 1 of the Annual Governance and Accountability Return 2020/21 and the Chairman agreed to sign it on behalf of the Council.
- The Council unanimously **resolved** to approve Section 2 of the Annual Governance and Accountability Return 2020/21 and the Chairman agreed to sign it on behalf of the Council.
- The Council confirmed that the Clerk is the Responsible Finance Officer for FY2021/22.

### 8. Financial Regulations.

The Council **noted** that Financial Regulations dated 18 November 2017 and it **agreed** that no changes were necessary.

### 9. Clerk Salary/Expenses.

The Council noted the 2020/21 NALC/SLCC agreed pay increase for Part-time Clerks and that it had been implemented..

The Council **resolved** that the expenses claimed as 'Office Expenses' – stationery etc - would remain unchanged except for postage rates that had increased.

### 10. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

### 11. Appointment of Internal Auditor.

- The Council **resolved** unanimously to appoint Becky Randall as the Internal Auditor for the current Financial Year and that the remuneration should be £120.
- The Council was satisfied at the effectiveness of the Internal Audit as detailed in the Terms of Reference for the Internal Audit dated 1 April 2018 and it noted the comprehensive and detailed report provided by the Internal Auditor for FY2020/21 which confirmed that all matters were satisfactory.

### 12. Budget Details for Financial Year 2021/2022.

The Council noted the agreed Budget for the year.

### 13. Authorised Signatories.

The council **resolved** unanimously to adopt the policy that the current list of authorised signatories should continue unchanged and that arrangements be made for Cllrs. Bodman

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and Chown to be added to the list of authorised signatories.

The Council **resolved** unanimously to maintain the existing 'banking arrangements' with Lloyds for the year.

**14. Annual Insurance.**

The Clerk confirmed that the current Insurance Policy provided adequate cover for the Council and this was noted by the Council.

**15. Risk Register.**

The Council noted the Risk Register dated 1 April 2021 and **resolved** that it covered all existing risks.

**16. Asset Register.**

The Council noted the Asset Register dated 31 March 2021 and agreed that that it detailed the Council's assets.

**17. Standing Orders.**

The Council **resolved** that no additional Standing Orders were required.

**End**

The meeting ended at 8.05pm.

P Smith  
Chairman  
16 June 2021