

# SEMINGTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council  
held on Wednesday  
18 May 2022 at 7.30pm in the Village Hall**

Present.

Councillors W Scott (Chairman), R Bruges, S Chown, J Hailey, M Kasasian, C Wade and the Clerk, Roger Coleman.

Wiltshire Council Cllr. J Seed attended.

There were no members of the public present.

Cllr. W Scott was elected Chairman for the meeting.

**1. Welcome and Introductions.**

The Chairman introduced the meeting and welcomed all those present.

2. The Agenda item was entered in error and has been deleted.

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

There were no interests declared.

**4. Apologies.**

Apologies for non-attendance were received and accepted from Cllrs. P Smith and V Bodman.

**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.

*Clerk's Note.*

*Cllr. Scott and the Clerk had received assurances from Cllr. Smith prior to his departure on holiday, that he wished to be considered as a nomination for the position of Chairman of the Parish Council.*

b. Cllr. Smith will sign the Declaration Form on his return from leave.

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 – Cllr. Bruges/Cllr. Smith.
- Transport & Traffic – Cllr. Wade/Cllr. Bruges.
- Recreation & Wellbeing – Cllr. Chown/Cllr. Bodman/Cllr. Hailey.
- Community & Communication – Cllr. Bodman/Cllr. Chown./Cllr. Hailey

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- Village Hall Management Committee Representative(s) – Cllr. Wade.

## **7. Annual Governance and Accountability Return for the Year ending 31 March 2022.**

- a. The Clerk gave a brief report on the Accounts for FY2021/2022. 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).
- b. The Council unanimously **resolved** to approve Section 1 of the Annual Governance and Accountability Return 2021/22 and the Chairman agreed to sign it on behalf of the Council.
- c. The Council unanimously **resolved** to approve Section 2 of the Annual Governance and Accountability Return 2021/22 and the Chairman agreed to sign it on behalf of the Council.
- d. The Council confirmed that the Clerk is the Responsible Finance Officer for FY2022/23.

## **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 2021/22 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.**

- a. The Council **resolved** unanimously to appoint Becky Randall as the Internal Auditor for the current Financial Year and that the remuneration should be £120.
- b. 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 FY2021/22 which confirmed that all matters were satisfactory.

## **12. Budget Details for Financial Year 2022/2023.**

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

The Council **resolved** unanimously to maintain the existing 'banking arrangements' with

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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 2022 and **resolved** that it covered all existing risks.

**16. Asset Register.**

The Council noted the Asset Register dated 31 March 2022 and agreed that that it detailed the Council's assets. The Clerk was requested to add the mutts (purchased in ) to the Asset Register.

**17. Standing Orders.**

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

**End**

The meeting ended at 8.00pm.

Chairman  
15 June 2022