

SEMINGTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council
held on Wednesday
17 May 2023 at 7.30pm in the Village Hall**

Present.

Councillors P Smith (Chairman), S Chown, J Hailey, M Kasasian, C McGarvey, C Wade and the Clerk, Roger Coleman.

There were four members of the public present.

1. Welcome and Introductions.

The Chairman introduced the meeting and welcomed all those present.

2. Declaration of Interests.

There were no interests declared.

3. Apologies.

Apologies for non-attendance were received and accepted from Cllrs. R Bruges and W Scott and from Wiltshire Council, Cllr. J Seed.

4. Election of Chair and Vice-Chairman.

a. Cllr. Wade 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 which was countersigned by the Clerk.

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

5. Appointment of other Officers.

a. 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.
- Environment & Streetscene – Cllr. Bruges/Cllr. Smith.
- Rights of Way – Cllr. Hailey.
- Transport & Traffic – Cllr. Wade/Cllr. Bruges.
- Recreation & Wellbeing – Cllr. Hailey/Cllr. McGarvey.
- Community & Communication – Cllr. Chown/Cllr. McGarvey.

b. The following councillors were elected as Village Hall Management Committee Representatives – Cllrs. Wade & McGarvey.

6. Annual Governance and Accountability Return for the Year ending 31 March 2023.

18 May 2023

Chairman's Signature _____

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- a. The Clerk gave a brief report on the Accounts for FY2022/2023. 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 2022/23 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 2022/23 and the Chairman agreed to sign it on behalf of the Council.
- d. The Council noted and reconfirmed its earlier decision regarding the Reserve Allocations.
- e. The Council confirmed that the Clerk is the Responsible Finance Officer for FY2023/24.

The Chairman, on behalf of the Council, thanked the Clerk for his conscientiousness and attention to detail.

7. Financial Regulations.

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

8. Clerk Salary/Expenses.

The Council noted the recent Pay Award to the Clerk that resulted from a comprehensive Pay Review in accordance with the latest SLCC Guidelines.

- The Clerk salary is to lie within the Scale Range LC2 (24-28).
- The Clerk's salary is to be SCP26 (£16.10/hr based on National Salary Award 2021/22 backdated to 1 September 2022).
- The Clerk's salary is to progress to SCP27 (with effect from 1 April 2023) and to SCP28 (with effect from 1 April 2024).

Expenses to be paid – as incurred – monthly in arrears.

9. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

10. Appointment of Internal Auditor.

- a. The Council **resolved** unanimously to appoint Becky Simmons as the Internal Auditor for the current Financial Year and that the remuneration should be agreed at a later Parish Council meeting..
- 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 FY2022/23 which confirmed that all matters were satisfactory.

11. Budget Details for Financial Year 2023/2024.

- a. The Council noted the agreed Budget for the year.
- b. The Council decided that no action need be taken in respect of the Budget and that it would be reviewed in October 2023.

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12. Authorised Signatories.

The council **resolved** unanimously to adopt the policy that the current list of authorised signatories should continue unchanged, namely Cllrs. Scott, Wade, Smith and Chown.

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

13. Annual Insurance.

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

14. Risk Register.

The Council noted the Risk Register dated 1 April 2023 and **resolved** that it covered all existing risks.

15. Asset Register.

The Council noted the Asset Register dated 31 March 2023 and agreed that that it detailed the Council's assets. The Clerk was requested to add the Footpath Gates to the Asset Register.

16. Standing Orders.

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

End

The meeting ended at 8.05pm.

Chairman
15 June 2022