

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 6.15pm

The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ

29th May 2024

Present: Cllr H Ham (Chairman), Cllr S Eades and Cllr M Muller.

Also Present: Mr V Vines MBE Clerk of the Council

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

001/24 ELECTION OF CHAIRMAN

Cllr S Eades proposed, Cllr M Muller seconded, that Cllr H Ham be elected to serve as **Chairman of the Parish Council for the 2024/2025 Council Year**. Cllr H Ham indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor H Ham signed his Declaration of Acceptance of Office.

002/24 ELECTION OF VICE CHAIRMAN

Cllr H Ham proposed, Cllr S Eades seconded, that Cllr C Harford be elected to serve as **Vice Chairman of the Parish Council for the 2024/2025 Council Year**. Cllr C Harford had indicated his willingness to serve prior to the Meeting and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor C Harford would need to sign his Declaration of Acceptance of Office as soon as possible.

003/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Brinkworth and Cllr C Harford (Vice Chairman).

004/24 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr H Ham proposed, Cllr S Eades seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was a requirement that the Santander Bank and HSBC Bank mandates be completed by all Council Members.

005/24 CALENDAR OF MEETINGS FOR 2024/2025

The Parish Council considered a prepared Schedule of Full Council Meeting Dates and Planning Council Meeting Dates and agreed dates for the Council Year 2024/2025. Proposed Cllr M Muller, seconded Cllr S Eades and **RESOLVED UNANIMOUSLY**.

006/24 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council agreed that there was no requirement for any Council Sub-Committees or Working Groups, but that this would be re-considered throughout the Council Year should the need arise.

007/24 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered the need for appointments and agreed the following:

- Chippenham and Villages Area Board (Wiltshire Council) – Cllr H Ham and Cllr S Eades
- Chippenham Community Area Parish Forum – Cllr H Ham and Cllr S Eades
- Wiltshire Council Operational Flood Group North (Link Member) – Cllr S Eades
- Chippenham Without Neighbourhood Plan Representatives – Cllr H Ham and Cllr S Eades
- Community Designated Flood Warden and Flood Wardens – Cllr H Ham
- Community Neighbourhood Watch Coordinator – No appointment at this time.
- Community Emergency Planning Coordinator – Cllr H Ham
- Community Rights of Way Warden – Cllr M Muller
- Wiltshire Council Parish Steward (Link Member) - Cllr C Harford
- Chippenham Local Highway and Footway Group (LHFIG) (Link Member) – Cllr H Ham & Cllr S Eades
- Chippenham Climate & Ecological Emergency Forum (link Member) – Cllr S Eades

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a Deputy so that the Council was always represented.

Cllr H Ham proposed, Cllr S Eades seconded and **RESOLVED UNANIMOUSLY** that the appointments are approved.

008/24 COUNCIL POLICIES

The Council agreed 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 and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr M Muller proposed, Cllr H Ham seconded and **RESOLVED UNANIMOUSLY**

009/24 COUNCIL INTERNAL AUDITOR

The Council considered the position of Internal Auditor for the Year 2024/2025 and confirmed that the Clerk should employ a suitable person.

Cllr S Eades proposed, Cllr H Ham seconded and **RESOLVED UNANIMOUSLY**

010/24 DATA PROTECTION REGISTRATION

The Clerk confirmed that the Council was registered with the Information Commissioner under Registration Reference ZA347191. 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. **(noted)**

Signed:

Date: **22nd July 2024**