

**KINGTON ST MICHAEL PARISH COUNCIL  
DRAFT MINUTES**

**Annual Council Meeting**

held at 7.45pm

**Kington St Michael Village Hall, Kington St Michael SN14 6HX**

**17<sup>th</sup> May 2018**

Present: Cllr A Cole (Chairman), Cllr I Gray, Cllr W Isaac, Cllr J Newton, Cllr W Roe and Cllr R Sealy

Also Present: Wiltshire Councillor H Greenman, 3 Members of the Public and 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.**

**18/001 ELECTION OF CHAIRMAN**

Cllr R Sealy proposed, Cllr W Roe seconded, that Cllr A Cole be elected to serve as Chairman of the Parish Council for the 2018/2019 Council Year. Cllr A Cole indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor A Cole signed his Declaration of Acceptance of Office.

**18/002 ELECTION OF VICE CHAIRMAN**

Cllr W Isaac proposed, Cllr A Cole seconded, that Cllr Mrs E Hocking be elected to serve as Vice Chairman of the Parish Council for the 2018/2019 Council Year. It was **RESOLVED UNANIMOUSLY** that she be elected.

**18/003 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs E Hocking (Vice Chairman),

**18/005 CONFIRMATION OF CHEQUE SIGNATORIES**

Cllr A Cole proposed, Cllr R Sealy seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign.

**18/006 CALENDAR OF MEETINGS FOR 2018/2019**

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2018/2019. **Proposed Cllr A Cole, seconded Cllr W Isaac and RESOLVED UNANIMOUSLY.** The dates agreed were:

14 June 2018	Full Council Meeting
19 July 2018	Full Council Meeting
13 Sept 2018	Full Council Meeting
18 Oct 2018	Full Council Meeting
15 Nov 2018	Full Council Meeting
17 Jan 2019	Full Council Meeting
21 Feb 2019	Full Council Meeting

21 March 2019	Full Council Meeting
4 April 2019	Annual Parish Meeting
18 April 2019	Full Council Meeting
16 May 2019	Annual Council Meeting + Full Council Meeting

**18/007 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS**

The Council has no Sub-Committees or Working Groups.

**18/008 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES**

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering again and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings.

KSM Community Neighbourhood Watch Coordinator – No appointment  
 KSM Community Emergency Planning Coordinator – Cllr A Cole  
 KSM Community Rights of Way Warden – Mrs Delcia Fussell suggested  
 KSM Designated Highways and Flood Warden – Mrs A Balmforth suggested  
 KSM Neighbourhood Area Plan Steering Group – Cllr J Newton and Cllr W Roe  
 KSM Village Hall Committee Representatives – Cllr I Gray  
 KSM QE2 Recreation Field Group Representative – Cllr A Cole  
 KSM United Charities Representative – Cllr G Gamble  
 KSM Website Representative – Cllr Mrs E Hocking  
 Chippenham Area Board (Wiltshire Council) – No appointment required  
 Development Control North (Wiltshire Council) – No appointment required  
 Chippenham & Villages Community Area Partnership – It was understood that this Partnership was no longer active and no appointment was required  
 Chippenham Area Rural Parish Forum – No appointment required  
 Wiltshire Council Northern Flood Working Group – No appointment required

Cllr A Cole proposed, Cllr J Newton seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

**18/009 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 and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr A Cole proposed, Cllr R Sealy seconded and **RESOLVED UNANIMOUSLY**

**18/010 INTERNAL AUDITOR**

The Council considered the position of Internal Auditor for the Year 2017/2018 **and agreed** that Mr Edward Ferguson should be re-appointed.

Cllr A Cole proposed, Cllr W Isaac seconded and **RESOLVED UNANIMOUSLY**

**18/011 DATA PROTECTION REGISTRATION**

The Clerk reported that the Council was legally required to register under the Data Protection Act 1998 and would need to renew the registration every year. The Clerk had registered the Council under Registration Reference ZA346569 covering the period 24<sup>th</sup> April 2018 to 23<sup>rd</sup> April 2019. The Council was now registered as a Data Controller. **(noted)**

**18/012 CLOSURE OF MEETING**

There being no further business to conduct the Chairman closed the Meeting at 8.10pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Kington St Michael Parish Council

Date: **14<sup>th</sup> June 2018**