

CHISELDON PARISH COUNCIL



MINUTES of the ANNUAL MEETING OF THE PARISH COUNCIL

held on Monday **13th May 2024** at 7.00pm
held at the Recreation Hall, off Norris Close, Chiseldon.

Present: Cllrs Rawlings, Ford, Kearsey, Jefferies, Quidwai, Cleaver, Sunners.

Apologies: Cllr Jackson has a work commitment.

Absence without apologies: Cllr Whitehead.

24/01 Election of Council Chairman for the forthcoming year.

A vote was taken by show of hands and all Cllrs were in favour of Cllr Kearsey standing as the Chairman for the forthcoming year.

There were no other nominations.

A proposal was made for Cllr Kearsey to sign the acceptance of office declaration as Chairman before the next full council meeting. The proposal was seconded and all Cllrs were in favour.

24/02 Approval of apologies given

A proposal was made to approve the apologies given from Cllr Jackson. The proposal was seconded and all Cllrs were in favour

24/03 Election of Council Vice Chairman for the forthcoming year

A proposal was received for Cllr Jefferies. The proposal was seconded.

There were no other nominations.

A vote was taken by show of hands and all Cllrs were in favour of Cllr Jefferies standing as the Vice Chairman for the forthcoming year.

Cllr Jefferies arrived 19.11

24/04. Vote on the appointment of committees for the following 12 months.

Environment, General Purpose and Amenities. **A proposal was received to approve this committee for a further 12 months. The proposal was seconded and all Cllrs were in favour.**

Finance, Contracts and HR **A proposal was received to approve this committee for a further 12 months. The proposal was seconded and all Cllrs were in favour.**

Planning, Highways and Transport **A proposal was received to approve this committee for a further 12 months. The proposal was seconded and all Cllrs were in favour.**

A proposal was made that if a scheduled committee meeting was inquorate then a 30 minute meeting would be scheduled for 7.00pm before the next full council meeting, in order that any urgent matters were voted on. The proposal was seconded and all Cllrs were in favour.

A proposal was made that Cllr Sunners be the police liaison and Cllr Kearsey attend the Swindon Local Council forum meetings. The proposal was seconded and all Cllrs were in favour.

Cllr Cleaver arrives 19.25

24/05. To approve members to the council committees.

Environment, General Purpose and Amenities. **Cllrs Sunners, Rawlings, Woodham and Whitehead.**

Finance, Contracts and HR. **Cllrs Quidwai, Kearsey, Woodhams, Cleaver, Ford, Jackson.**

Planning, Highways and Transport. **Cllrs Jefferies, Kearsy, Cleaver, Ford, Jackson.**

A proposal was made that the following Cllrs on the committees above be approved. The proposal was seconded and all Cllrs were in favour.

24/06 Approval of next 12 months of meeting dates

A proposal was made to approved the meeting dates but to cancel August committee meetings if there were no urgent items of business. The proposal was seconded and all Cllrs were in favour. The Clerk and the committee chairman will make this decision.

24/07. Approve Standing Orders

A proposal was made to approve the Standing Orders. The proposal was seconded and all Cllrs were in favour.

24/08. Approve Financial Regulations

A proposal was made to approve the Financial Regulations. The proposal was seconded and all Cllrs were in favour.

24/09. Approve Code of Conduct.

A proposal was made to approve the Code of Conduct. The proposal was seconded and all Cllrs were in favour.

24/10. Approve asset register to the year ending 31.3.24.

A proposal was made to approve the asset register for the YE 31.3.24. The proposal was seconded and all Cllrs were in favour.

Meeting closed at 19.34

Action points:

Clerk

24/01 and 24/02. Arrange for Cllrs Kearsy and Jefferies to sign the acceptance of office book before the next full council meeting.

24/07, 08, 09. Update the dates on the 3 documents and pass to our website team for loading to the website.