

GREAT BEDWYN PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON 23 MAY 2024 7.00PM  
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Sheerin, Cllr Shill, Cllr H Cooper, Cllr White.

Clair Wilkinson - Parish Clerk, and 2 members of the public.

**01. Election of Chairman for the forthcoming year.**

A proposal was made for Cllr White to be chairman of the council. The proposal was seconded and all other Cllrs were in favour.

There were no other nominations.

A proposal was made for Cllr White to sign the Declaration of Acceptance of Office by the date of the next council meeting in July. The proposal was seconded and all Cllrs were in favour.

**02. Election of a Vice Chairman for the forthcoming year.**

A proposal was made for Cllr D Cooper to be vice chairman of the council. The proposal was seconded and all other Cllrs were in favour.

There were no other nominations.

**03. Apologies**

Apologies received from D Cooper who had a medical matter to attend to, Cllr Nicholson who had a prior engagement, Cllr Sims who was unwell, and Cllr Sanday who was unwell.

A proposal was made to accept the apologies above. The proposal was seconded and all Cllrs were in favour.

It was noted that Cllr Wyatt had resigned from the council.

**04. Declarations of Interest**

There were none.

**05. Approval of the minutes from the 11th May 2023 Annual meeting of the council**

No changes required.

A proposal was made to sign the minutes as an accurate reflection of the meeting. The proposal was seconded and all Cllrs were in favour.

**06. To appoint members of the Planning Committee**

Cllrs Sims, D Cooper, White and Sanday were proposed as Cllrs for the Planning Committee. The proposal was seconded and all Cllrs were in favour.

**07. To appoint members of the Safety Committee**

Cllr Sims, Sanday, Sheerin, and White were proposed as Cllrs for the Safety Committee. The proposal was seconded and all Cllrs were in favour.

## **08. To approve Cllr responsibilities**

- **Finance and budgets:** Cllrs Sheerin, D Cooper and White.
- **Planning:** Cllrs Sims, D Cooper, White and Sanday.
- **Play Area:** Cllr Nicholson.
- **Allotments:** A resident, Mrs Younger has agreed to offer volunteer help. Cllr H Cooper can assist on a Friday with meetings with new tenants. The Clerk and RFO will take over the waiting list, tenant list and comms.
- **Staffing:** Cllr Shill.
- **Village Hall Rep:** Cllr Nicholson.
- **Village Safety & Maintenance** (e.g., speeding, parking, defibrillators, flooding and fire): Cllrs Sims, Sheerin, White and Sanday.
- **Environment and Green Agenda:** Cllrs White, Sims, D Cooper, Sanday.
- **Public Communications:** Cllrs White, Sanday and Shill

It was noted that a green agenda item would be include in all committee meetings to ensure this was a focus of the council.

## **09. To approve bank account signatories for TSB and Unity accounts**

Cllr Sheerin, White, D Cooper and Sims were proposed as bank signatories for TSB and Unity. The Clerk and RFO remain as inputters of payments. The proposal was seconded and all Cllrs were in favour.

## **10. Approve and adopt Standing Orders**

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

## **11. Approve and adopt Financial Regulations**

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

## **12. Approve and adopt Code of Conduct**

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

## **13. Approve annual risk assessments.**

These have been moved to the July full council meeting.

## **14. Approve annual asset register to 31.3.24**

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

It was noted that council asset registers do not need to depreciate the assets over time.

The entry for the grit bin will be removed from the asset register.

The meeting closed at 19.20.