

Lydiard Millicent Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL
to be held on Thursday 15 May 2025
Jubilee Club House
7pm

Councillors:

M Allsop	L Bamsey	S Chalker	P Cole	D Coffey
S Hill-Wheeler	J Neighbour	R Selwood	J Sprules	S Westwood

Members of Lydiard Millicent Parish Council as listed above are summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Hayley Graham

Hayley Graham StSLCC
Clerk to the Council

Date: 9 May 2025

A G E N D A

- 1. Election of Chairman**
Members are requested to NOMINATE a Chairman for the ensuing year, all nominations must be seconded.
- 2. Election of Vice-Chairman**
Members are requested to NOMINATE a Vice-Chairman for the ensuing year, all nominations must be seconded.
- 3. Appointment of Chairman of the Meeting**
Members are requested to NOMINATE a Chairman for the meeting.
- 4. Acceptance of Office and Code of Conduct**
The newly appointed Chairman and Vice-Chairman are requested to sign their Acceptance of Office Forms authorised by the Clerk of the Council.
Once signed, each Councillor also agrees to the adopted Code of Conduct .
- 5. Apologies for Absence**
To RECEIVE apologies for absence.
- 6. Declarations of Interest and Dispensations**
Members are reminded to DECLARE any interest they may have for any item on the agenda, no later than when the item is reached. As required under the Code of Conduct adopted by Lydiard Millicent Parish Council and by the Localism Act 2011.
To NOTE any dispensations in respect of this agenda received prior to the meeting.
- 7. Standing Orders**
To ADOPT Standing Orders – with changes to points 14 and 18.
- 8. Financial Regulations**
To ADOPT Financial Regulations – with changes to point 5.
- 9. Appointment of Members to the Personnel Committee**
To APPOINT Members to the Committee. The Chairman and Vice-Chairman are automatically appointed with a minimum of two other Councillors, currently Councillors Allsop, Selwood, Sprules and Westwood.
- 10. Appointment of Councillors to the Footpath Working Party**
To APPOINT Members, currently Councillors Allsop, Bamsey, Hill-Wheeler and Selwood.
- 11. Appointment of Councillors to the Planning Groups**
To APPOINT Members, currently:

Group A - Councillors Allsop, Bamsey, Coffey and Selwood.
Group B – Councillors Hill-Wheeler, Sprules and Westwood.

12. **Appointment of Councillors to the Communications Group**
To APPOINT Members, currently Councillors Hill-Wheeler and Westwood.
13. **Appointment of Councillors to the Community Environmental Group**
To APPOINT Members, currently Councillors Bamsey, Hill-Wheeler and Westwood.
14. **Appointment of Signatories to the Bank Accounts**
To NOTE and APPROVE that the bank mandate signatories are the Parish Clerk, the Chairman, the Vice-Chairman and one other Councillor. Currently signatories are Councillors Allsop and Westwood.
15. **Appointment of Banking Reconcilers**
To APPOINT Members, currently Councillors Hill-Wheeler and Selwood.
16. **External and Internal Audits 2025-2026**
To NOTE the External Auditor is PKF Littlejohn.
To APPROVE the appointment of Auditing Solutions Limited to carry out the internal audit.
17. **General Power of Competence**
To NOTE the Parish Council cannot hold the General Power of Competence. To qualify, its Clerk must be CiLCA qualified.
18. **Representatives to Other Bodies and Parish Duties 2025-2026**

Name of Group	Currently
Area Board	Cllrs Allsop and Westwood
Community Carers Group	Cllr Allsop
Local Highway and Footway Improvement Group	Vacant
Community Safety Group	Cllr Hill-Wheeler
Operational Flood Working Group	Cllr Westwood
Neighbourhood Plan	Cllr Allsop
Parish Hall	Cllr Allsop
Speed Indication Devices	Cllr Chalker

19. **Review of On-line Register of Interests**
Members are reminded to REVIEW their online Register of Interests, and to advise the Clerk if any amendments are required. Members are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest within 28 days of becoming aware of it. These should be passed to the Parish Clerk to register online.
<https://services.wiltshire.gov.uk/TownAndParish/ROI/Council/746>