

**LYDIARD MILLICENT
ANNUAL MEETING OF THE PARISH COUNCIL**

15 May 2025
held at the Jubilee Club House
at 7.00pm

Councillors Present:

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

Others in Attendance: Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

MINUTES

1. **Election of Chairman**
It was proposed, seconded and carried that Councillor Westwood be appointed as Chairman for the ensuing year. As Councillor Westwood was not present, the Declaration of Office was signed duly witnessed by the Clerk of the Council prior to the meeting.
2. **Election of Vice-Chairman**
It was proposed, seconded and carried that Councillor Allsop be appointed as the Vice-Chairman for the ensuing year. Councillor Allsop accepted the position.
- Appointment of Chairman of the Meeting**
3. It was proposed, seconded and carried that Councillor Allsop be appointed as the Chairman of the Meeting.
- Acceptance of Office and Code of Conduct**
4. Councillors Allsop, Bamsey, Chalker, Cole, Coffey, Hill-Wheeler, Neighbour and Selwood signed their Acceptance of Office forms, duly witnessed by the Clerk of the Council. As Councillors Sprules and Westwood were not present, their Declarations of Office were signed duly witnessed by the Clerk of the Council prior to the meeting. Now signed, each Councillor agrees to the adopted Code of Conduct.
5. **Apologies for Absence**
Apologies were received from Councillor Sprules and Westwood
6. **Declarations of Interest and Dispensations**
There were no declarations of interest made or dispensations received.
7. **Standing Orders**
Members RESOLVED to ADOPT Standing Orders as presented.
8. **Financial Regulations**
Members RESOLVED to ADOPT the Financial Regulations as presented.
9. **Appointment of Members to the Personnel Committee**
Members APPROVED the appointments of Councillors Allsop, Selwood, Sprules and Westwood to the Committee.
10. **Appointment of Members to the Footpath Working Party**
Members APPROVED the appointment of Councillors Allsop, Bamsey, Cole, Hill-Wheeler and Selwood to the Working Party.
11. **Appointment of Members to the Planning Groups**
Members APPROVED the appointment of:
Group A - Councillors Allsop, Bamsey, Neighbour and Selwood.
Group B - Councillors Cole, Hill-Wheeler, Sprules and Westwood.
12. **Appointment of Members to the Communications Group**

Members APPROVED the appointment of Councillors Hill-Wheeler, Neighbour, Selwood and Westwood to the Group.

13. **Appointment of Members to the Community Environmental Group**

Members APPROVED the appointment of Councillors Bamsey, Hill-Wheeler and Westwood to the Group.

14. **Appointment of Banking Reconcilers**

Members APPROVED the appointment of two banking reconcilers for the ensuing year, Councillors Hill-Wheeler and Selwood.

15. **Appointment of Signatories to the Bank Accounts**

Members APPROVED the appointment of three signatories to the bank accounts for the ensuing year, Councillors Allsop, Bamsey and Westwood.

16. **External and Internal Audits 2024 - 2025**

Members NOTED that for the ensuing year PKF Littlejohn LLP is the appointed External Auditor.

Members APPROVED the appointment of Auditing Solutions Limited to carry out the internal audit for the ensuing year.

17. **General Power of Competence**

Members NOTED that the Parish Council cannot hold the General Power of Competence as to qualify, its Clerk must be CiLCA qualified.

18. **Representatives to other Bodies and Parish Duties**

Members APPROVED the appointments of:

Name of Group	Appointed Councillors
Area Board	Cllrs Allsop & Westwood
Community Carers Group	Cllr Hill-Wheeler
Local Highway and Footway Improvement Group	Cllr Chalker
Community Safety Group	Cllr Hill-Wheeler
Speed Indication Devices	Cllrs Chalker, Coffey and Neighbour
Neighbourhood Plan	Cllr Cole
Parish Hall	Cllr Neighbour
Operational Flood Working Group	Cllr Westwood

19. **Review of On-line Register of Interests**

Members NOTED the requirement to review their on-line registration and the request to advice the Clerk, if any requirements or additions are required.

Meeting Closed at 19.28