Minutes Annual meeting
Tuesday 13th May 2025 @ 6.30pm

015. To elect a Chair
Cllr Buttenshaw proposed Cllr Bond and Cllr Rickcord seconded. Voting unanimous. Cllr Bond was duly elected Chairman for the ensuing year.

016. To elect a Vice Chair
Cllr Morris Proposed Cllr Riggs and Cllr King seconded. Voting unanimous. Cllr Riggs was duly elected Vice Chair for the ensuing municipal year.

017. Apologies for absence
Cllr Moore

018. Declarations of Interest
None.
Locum clerk reminded Cllrs to complete the Register of Interest. Password to be shared to enable this.

019. Powers, duties and Responsibilities
The Chair acknowledged that the Good Councillor Guide, shared before the meeting, outlines all relevant powers, duties, and responsibilities. Councillors are encouraged to refer to it as needed.

Standing Orders were suspended to allow for public participation

020. Public forum
One member of the public was present and congratulated the newly elected members. He pointed out that the Income & Expenditure reports for March and April had not been published on the website. The Clerk will address this. He also inquired about the cost of the elections, the clerk reported that the Council has not yet received an invoice. Additionally, he expressed concerns regarding the clerk recruitment quote from LCC, which exceeds £2,000.
Cllr Bond expressed gratitude to the members for standing and extended his congratulations to the newly formed council. He also reminded those who had not yet done so to submit their expenses claims to Wiltshire Council.

Standing Orders were reinstated following public participation

021. To confirm minutes of the previous meeting
The minutes of the meeting held on 29th April 2025 were approved and a copy will be availed to the Chairman to sign at following the meeting.

022. To appoint/note the internal auditor
Parish Council acknowledged the approval and signing of the Letter of Engagement with Auditing Solutions, confirming the continued use of their services for 2025-26.

023. To consider and adopt the following

a. **Standing Orders**
b. **Financial Regulations and Terms of Reference**

c. **Code of Conduct**
d. **Health and Safety policy**
e. **Equal opportunities policy and statement**

Cllr Bond proposed adopting the above and subsequently reviewing and adjusting each policy as needed.

024. To consider and agree to Parish Council email addresses

Parish Council agreed to establish official email addresses for Councillors. The Clerk will coordinate with Harling IT, the current host of heytesburyparish.co.uk, to set up accounts for councillor emails.

025. To consider and agree schedule of meetings

(1) Cllr Bond proposed moving the meeting time to 7pm. Agreed.
(2) The meetings for the 2025/26 year will take place on the last Tuesday of each month, except in August and December when no meetings will be held. The January meeting will be scheduled for the second week of the month. The Clerk will update the website accordingly.
(3) The Council agreed that, until a clerk is appointed to the Parish Council, the Locum Clerk will serve as the proper officer for the time being, responsible for signing the summons to attend meetings.

026. To consider and agree membership to committees

(1) Cllrs Kennedy and Bond were appointed as the LHFIG contacts
(2) Cllr Riggs was appointed as the new contact for the Parish steward
Further appointments to be made at future meetings (ref: the list in Item 023)

027. To consider and agree representatives to external committees

Clerk to draw up a list for consideration at the next meeting.
Cllr Bond proposed retaining the Employment Relations Working Group/Staffing Committee and appointing two additional members to join. This will be discussed in a confidential session on the 27th.
It was further suggested that the Chair contact various community groups to determine whether they would welcome the attendance of a Parish Council member at their meetings. Additionally, members will be appointed to strengthen community engagement, with the possibility of developing a welcome pack for newcomers to the village.

028. Appoint Bank Signatories

Cllrs Dando, Buttenshaw, and Kennedy were appointed as new bank signatories, with the Clerk tasked to follow up with the bank. In the interim, Cllr King proposed and Cllr Morris seconded that the Council agreed to request the current signatories, who are no longer members, to remain in place until the new signatories are fully reinstated. Voting unanimous. Cllr King will contact the two former members regarding this arrangement.

029. Appointment of Clerk to the Parish Council

(1) Parish Council agreed to recruit an experienced clerk and would look to advertise the role widely. The Council Staffing Committee will undertake the recruitment process.
(2) In the interim, the Locum clerk will carry on till a parish clerk is appointed.

Meeting ended at 8.40 pm. Next meeting of the Parish Council will be on Tuesday 27th May at 7 pm.