

WYLYE PARISH COUNCIL

**RECORD OF POINTS AND DECISIONS ARISING FROM THE
AGM OF THE PARISH COUNCIL
HELD ON 13 MAY 2021 AT WYVERN HALL**

Website is: <http://www.southwilts.com/swcw-user/site/wylye-parish-council/>

PRESENT	
Name	Appointment
Mr M Shuldham	Chairman
Mrs L Cassels	Vice Chairman
Mr James Hussey	Councilor
Mrs Caroline Lewis	Councilor
Ms Laura Napper	Clerk

Item (a)	Points/Decisions (b)	Action (c)
	<p><u>Public Forum</u> <u>5 members of the public in attendance</u> Mr John Havilland - Welcomed everyone back after the pandemic, thanked and congratulated the Parish Council for the input and work towards the 20mph speeding limit introduction. Mr Tom Cox Mrs Ros Hamm Mrs Kathryn Hepinstall Mr Piers Williams</p>	
31/21	<p>1. <u>Appointment of Chairman and Vice Chairman</u></p> <p>JH proposed, CW seconded MS as Chair; all Cllrs voted in agreement.</p> <p>JH proposed, CW seconded LC as Vice Chair; all Cllrs voted in agreement.</p>	
32/21	<p>2. <u>Apologies:</u></p> <p>Cllr Andrew Clarke – Work commitments</p>	
33/21	<p>3. <u>Declarations of Acceptance/Interest.</u></p> <p>MS, LC, JH, CW all agreed to adhere to the Code of Conduct and completed a Parish Council Acceptance Form in the witness of LN.</p> <p>Clerk to resend to all Cllrs the declaration of interest details for the log in onto Wiltshire website to update their details as required after an election and yearly.</p>	LN
34/21	<p>4. <u>Co Option</u></p> <p>Following receipt of two offers to volunteer as a co-opted member of the PC, MS proposed the co option of Kathryn Heppinstall and Piers Williams, LC seconded this</p>	

	and all Cllrs were in agreement. KH and PW agreed to adhere to the Code of Conduct and completed a PC Acceptance form in the witness of LN.	
35/21	5 <u>Policy adoption</u> Code of Conduct - as circulated Standing Orders – as circulated LN to circulate the Code of Conduct and SO's to the new cllrs	LN
36/21	6. <u>Councillors Responsibilities</u> It was agreed that the below Cllrs would take the lead on the below responsibilities A) Planning – MS, CL B) Highways - LC C) Data Protection - AC D) Footpaths - JH E) Sewage - PW F) Litter - KH G) Parish steward – MS, CL	
37/21	7. Clerk Update AGAR – Year end internal audit Tom Cox has kindly agreed to carry out the internal Audit of the accounts year end 2021. ILCA course – LN explained the course content she is currently undertaking and the timescales involved. The modules are 1. Core roles and Responsibilities, 2. Law and procedures, 3. Finance, 4. Management, 5. Community. PAYE – LN confirmed the costs to process the clerks wages are bi monthly £30 plus an additional set up one off costs of £25 and £5 – it was agreed by all Cllrs that the above costs are paid in regards to the clerks wages being processed. The external accountancy company DCK Accounting Solutions will now be instructed. Contract – Clerks contract was agreed by all Cllrs. Bank Statements/Signatories – MS and LC signed the form to change the address on the PC account for admin rights only, no correspondence yet from Natwest Bank with regards to this. MS has agreed to visit the bank and follow this up, MS has also agreed to obtain a bank statement for the period of 25/03/21 – 25/04/21 to enable clerk to finish the year end accounts in preparation for the audit, and to submit the request for a new cheque book	LN MS
38/21	8. Minutes of the Wylde Parish Council Meeting held on 4 March 2021. Minutes agreed and signed off by chair	
39/21	9. Minutes of Wyle AGM held 21 July 2020 Minutes agreed and signed off by chair	

40/21	<p>10. Finance.</p> <p>(i) Balance in the Treasurer's Account as at 25th March £10,856.66</p> <p>(ii) Cheques for Signature: ICO for Data Protection: £40.00 WALC annual subscription £183.77 Moss Garden Services £180.00 Insurance £561.03</p>	
41/21	<p>11. Items for the Messenger/website.</p> <ul style="list-style-type: none"> - Monthly submission to Messenger (deadline 15th of the month) Wylve PC to submit an entry to the messenger including the below <ul style="list-style-type: none"> - introduction of new cllrs and new clerk - 20mph speed limit agreed - sewage - footpaths (more user friendly) - highways (bushes have been cut down) - Potholes, Townsend - Wylve Web Village Hall site are giving Wylve Parish Council a page on their site (signpost people to the site) - Dog fouling a reminder please clean up after your dog - Dates of meetings for the year - Upload documents onto Wylve's Village Halls Website PW and LC to liaise re updating the new site with all previous minutes and documents to ensure that we are compliant. 	<p style="text-align: center;">LN</p> <p style="text-align: center;">LC, PW</p>
42/21	<p>12. Dates of the years meetings to be confirmed and published</p> <p>5 July 2 Sept 4 Nov 6 Jan 3 March 5 May Annual Meeting of Parish 27 May @ Wyvern Village Hall</p>	
	<p>Chairman:</p>	<p>Date:</p>