

Coulston Parish Council

Parish Clerk - Mrs. Tekla Hicks

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Minutes of the Annual Meeting of Coulston Parish Council (CPC) held on Tuesday 7th May 2024 at 6.00pm

Present: Cllr Fisher, Cllr Suter (Chair for this meeting), Cllr Markes (Vice-Chair)

In attendance: Wiltshire Councillor Cllr T Reay

Proper Officer: Tekla Hicks

MINUTES

No.	Item	Action
24-25/5	Election of Chair for the year 2024-25 Nominations will be sought for the position of Chair.	
24-25/5.1	No members wished to be Chair for this year. Therefore, nominations sought for Cllr Fisher to be Chair of this meeting. Agreed unanimously.	
24-25/5.2	It was also agreed to choose the who would Chair the next meeting at each prior meeting. Therefore, it was nominated that Cllr Suter should Chair the next meeting. Agreed unanimously.	
24-25/6	Election of Vice Chair for the year 2024-25 Nominations will be sought for Vice-Chair. Nominations for Cllr Markes to be elected as Vice-Chair for the year. Agreed unanimously.	
24-25/7	Apologies To receive and accept apologies for those unable to attend. Cllr Vize had previously sent apologies for absence. Agreed.	
24-25/8	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011. None.	
24-25/9	Chair's Announcements None but Cllr Reay gave an update on Wiltshire Council matters.	
24-25/10	Minutes of the previous meeting	
24-25/10.1	To approve as a correct record the minutes of the Parish Council meeting held on 5 th March 2024 . Approved.	
24-25/10.2	To note any matters arising from the minutes of the meeting held on 5 th March 2024. None.	
24-25/10.3	To approve as a correct record the minutes of the Extraordinary Meeting held on 2 nd April 2024. Approved.	
24-25/10.4	To note any matters arising from the minutes of the meeting held on 2 nd April 2024. None.	
Standing orders were be suspended to allow for public participation.		
24-25/11	Public Participation	
25-25/11.1	To enable members of the public to address the Council regarding an item on the agenda. None.	
24-25/11.2	To receive any petitions or deputations. None.	
Standing Orders were reinstated following public participation		
24-25/12	Appoint Councillor portfolios:	

24-25/12.1	Finance and bank signatories – Cllrs Suter & Markes	
24-25/12.2	Police liaison – Cllr Vize	
24-25/12.3	Neighbourhood Watch – None. Not relevant as no NW.	
24-25/12.4	Allotments – Cllr Fisher	
24-25/12.5	Village Stewards and footpaths – Cllr Suter	
24-25/12.6	Parish Website – Cllr Vize	
24-25/13	Planning Members to receive an update on the planning schedule. None. However, Cllr Reay gave Cllrs an update on a full Planning Committee meeting.	
24-25/14 24-25/14.1	Finance Insurance Renewal Members to approve the annual renewal of the Parish Council’s Insurance with Community First for 3 years. Approved.	Clerk
24-25/14.2	Payments for Approval:	
24-25/14.2a	a) WALC renewal - £69.90	
24-25/14.2b	b) Coulston Village Hall rent - £36	
24-25/14.2c	c) TEEC Website hosting - £194.39	
24-25/14.2d	d) Clerk’s Salary April & May	
24-25/14.2e	e) Clerk’s PAYE April & May paid via Direct Debit	
24-25/14.3	To agree and approve CPC March and April banking financial statements with accounts listed up to and including 30 th April 2024 along with financial summary sheet. Approved.	
24-25/14.4	Annual Accounts 2023-24 Members to approve the annual accounts for the period 1 st April 2023 to 31 st March 2024. Approved.	
24-25/15	Annual Internal Audit Members to receive and note the Annual Internal Audit Report – noted.	
24-25/16 24-25/16.1	Annual Governance and Accountability Return 2023-24 Annual Governance Statement 2023-24 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached. Approved and signed.	Clerk
24-25/16.2	Accounting Statements 2023-24 Members to approve the accounting statements as outline in Section 2of the Annual Return and minute accordingly. The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time. Approved and signed.	Clerk
24-25/16.3	Exemption 2023-24 The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority’s total gross income for the year or total gross expenditure for the year did not exceed £25,000. Approved and signed.	Clerk
24-25/16.4	The Clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Friday 12th July 2024. Approved.	Clerk
24-25/17	Governance To agree to adopt Complaints Policy. Agreed and adopted..	Clerk
18.	Confirmation of date of next meeting: Tuesday 16 th July 2024 at 7.30pm. Please note new date.	Clerk to advertise
19.	To close the meeting – Meeting closed at 7.00pm	