**SYMONDSBURY PARISH COUNCIL – Annual Meeting of Council - MINUTES**

Minutes of the annual meeting of Symondsbury Parish Council held on Thursday 16 May at 6.30pm at Symondsbury School. These minutes will be agreed at the June meeting.

**PRESENT:** Cllrs – S Ralph, P Colfox, P Hartmann, R Elwes, B Hamblett, B Bates and S Evans. In attendance: Natalie Bealing, Clerk. There were no apologies . Cllr Elwes arrived at 6.48pm

Cllr Ralph introduced the annual meeting of Council.

**0001 To receive nominations for Chair and Vice Chair:**  Cllr Hartmann nominated Cllr Ralph to serve for a further year. This was seconded by Cllr Colfox.

Cllr Evans nominated Cllr Hartmann for the post of Vice Chair and this was seconded by Cllr Colfox.

**0002 Acceptance of Office forms:** The forms were all signed and witnessed by the Clerk.

**0003 To appoint Planning Committee members and representatives to other bodies and, 0004 special interest roles:**

|  |  |  |
| --- | --- | --- |
| Planning sub committee | SE, SR, PH, RE |  |
| a) Footpaths | SR |  |
| b) Resilience  | BH |  |
| c) DAPTC Western Area Committee  | PH |  |
| d) BLAP Steering Group | SE |  |
| e) BLAP Parish Liaison | NDB |  |
| f) Bridport Area Neighbourhood Plan JCC | PH |  |
| g) Tree Officer/Ancient Monuments  | PC |  |
| h) Bridport Area Neighbourhood Plan – Steering Group | PH |  |
| j) Symene Voice | BH |  |
| k) Coastal Matters | BH |  |
| l) Allotments (West Road and Pine View) | BB |  |
| m) Climate and Waterways (including CROWD) | SE | BH |
| n) Foundry Lea  | PH |  |
| p) Lengthsman Link | NDB |  |
| q) Community Awards | SE | NDB |
| r) Waste disposal | BH |  |

The Clerk took an action to book Planning Training for several of the Councillors.

**0005 Policies for review/approval:**

**Standing Orders**

**Financial Regulations**

**Code of Conduct**

The policies had been circulated prior to the meeting. The Standing Orders and Code of Conduct were approved at the meeting. It was agreed that the Financial Regulationswould be brought to the following meeting for more discussion and approval.

**0006 Review assets register:** The register had been circulated prior to the meeting. It was discussed and agreed.

**0007 Confirm arrangements for insurance:** The Clerk confirmed that the new schedule had been received for insurance. There was a saving to be made for signing up for another three year contract. It was agreed that the Clerk would circulate more details about the policy to enable Councillors to decide on the best course of action.

**0008 Agree dates for ordinary meetings and the 2025 Annual Meeting of Council**  Ordinary meetings will take place on the second Thursday of each month (except for August), with the Annual Parish Meeting and the Annual Meeting of Council taking place in the second week of May 2025.

**Meeting finished at 7.05pm**