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

Minutes of the annual meeting of Symondsbury Parish Council held on Thursday 8 May at 6.30pm at Symondsbury School. **These minutes will be agreed at the May 2026 Annual Meeting of Council.**

**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, No members of the public present.

Cllr Ralph introduced the annual meeting of Council.

**0001 To approve the minutes** of the last Annual Meeting of Council on 11 May 2024. The minutes were approved and signed by Cllr Ralph.

**0002 To receive nominations for Chair and Vice Chair:**  Cllr Ralph nominated Cllr Hartmann as Chair. There were no other nominations. This was seconded by Cllr Elwes. Cllr Bates congratulated Cllr Ralph on his time as Chair.

Cllr Hartmann took over chairing of the meeting. Cllr Ralph nominated Cllr Evans for the post of Vice Chair and this was seconded by Cllr Bates.

**0003 Acceptance of Office forms:** The Chair’s form was signed and witnessed by the Clerk at the end of the meeting.

**0004 To appoint Planning Committee members and representatives to other bodies and 0005 special interest roles:**

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| Planning sub committee | SE, SR, PH, RE |  |
| a) Footpaths | SR |  |
| b) Resilience  | BH |  |
| c) DAPTC Western Area Committee  | SE |  |
| 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) Parish Newsletter | BH | NDB |
| k) Coastal Matters | BH |  |
| l) Allotments (West Road and Pine View) | BB |  |
| m) Climate and Waterways (including CROWD) | BH |  |
| n) Foundry Lea  | PH |  |
| p) Lengthsman Link | NDB |  |
| q) Community Awards | SE | NDB |

**0006 Policies for review/approval:**

**Standing Orders**

**Financial Regulations**

**Code of Conduct**

The policies had been circulated prior to the meeting. All three policies were approved at the meeting. It was agreed that the Financial Regulationsand Standing Orders would be reviewed by Cllr Evans and the Clerk, to ensure that they are relevant to SPC, wherever practicable. Revised sections would be brought to subsequent meetings for discussion and approval.

**0007 Review assets register:** The register had recently been circulated and agreed at a previous meeting.

**0008 Confirm arrangements for insurance:** The Clerk confirmed that the new schedule had been received for insurance. We were tied into a three year contract although the tariff had increased a little due to the Coronation benches.

**0009 Agree dates for ordinary meetings and the 2026 Annual Meeting of Council**  Ordinary meetings will take place on the second Thursday of each month (except for June (5th) and August (no meeting)), with the Annual Parish Meeting and the Annual Meeting of Council taking place in the second week of May 2026.

**Meeting finished at 6.50pm**