

# Parish Council of Coleford

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Miss V Watts  
Clerk to the Council  
Tel: 07971 516916  
Email: [clerk@colefordsomerset.org](mailto:clerk@colefordsomerset.org)

Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

In line with government guidance and recommended social distancing and self-isolation rules for those who are vulnerable, it was agreed that this meeting would be conducted as a virtual meeting using Zoom video technology.

## **DRAFT** Minutes of the Annual Parish Council Virtual Meeting held on Wednesday the 13<sup>th</sup> May 2020

**Present:** Councillor Philip Ham (Chairman presiding)  
Cllr Allen, Banks, Barrett, Conn, Drescher, Evans, Pearce & 0 members of the public

### 1 Election of Officers

The following officials were elected for the forthcoming year:

Chairman Mr Philip Ham  
Proposed by Cllr Pearce and seconded by Cllr Banks  
*Vote: 7 For, 0 Against, 1 Abstention*

Vice Chairman Mr Andy Conn  
Proposed by Cllr Pearce and seconded by Cllr Evans  
*Vote: 7 For, 0 Against, 1 Abstention*

### 2 Declaration of Acceptance of Office

The Clerk will ensure that Cllr Ham signs the Chairman's Declaration of Acceptance of Office at the earliest opportunity

### 3 Apologies:

Cllr Hanney, Townsend and Turner sent apologies which were accepted by the Chair.

### 4 Formation of Working Parties within the Parish Council

Subject to absent Councillors' confirmation:

Working Party	Lead Councillor	Team members
Playing Fields, Play Areas and Pump Track	Cllr Barrett	Cllrs Conn, Hanney, Harding and Drescher
Environment & Cemetery	Cllr Evans	Cllrs Turner, Harding, Allen and Townsend
Finance, Pay Review & Small Grants	Cllr Townsend	Cllrs Ham, Pearce, Conn, Banks and the Clerk

*Vote: 8 For, 0 Against, 0 Abstention*

### 5 Lead Councillors

Public Footpaths /RoW	Cllr Barrett
Highways	Cllr Pearce and Townsend
Open Spaces and Trees	Cllr Harding and Barrett
Parish Plan	Cllr Conn
Young People	Cllr Ham and Banks

*Vote: 8 For, 0 Against, 0 Abstention*

## 6 Appointment of Representatives to Outside Bodies

@ The Hub	Cllrs Banks, Ham and Townsend
Bishop Henderson School & Children's Centre	Cllrs Drescher and Ham
Coleford Athletic Football Club	Cllr Drescher and Allen
PCSO & PACT	Cllr Banks
Somerset Association Local Council	Cllr Evans
Quarry Liaison Group	Cllr Conn and Turner
Coleford Revival Group	Cllr Ham, Harding, Barrett and Banks
Mendip Country Practice Patients Group	Cllr Townsend
PCC	Cllr Turner

*Vote: 8 For, 0 Against, 0 Abstention*

## 7 Review Financial Risk Assessment Statement

All Councillors had reviewed the risk assessment and agreed that no amendments were required,

*Vote: 8 For, 0 Against, 0 Abstention*

## 8 Review Asset List for 2020

All Councillors had reviewed the asset list and agreed that no amendments were required, although once the Youth Hut has been installed on the playing field that will need to be included.

*Vote: 8 For, 0 Against, 0 Abstention*

## 9 Resolve that the Parish Council continues to meet the criteria for eligibility for General Power of Competence

The Clerk confirmed that the Council was still eligible for the General Power of Competence.

## 10 Authorisation of Signatories for Bank Accounts

Current bank signatories are Cllr Ham, Conn, Townsend, Banks, Evans and the Clerk. It was agreed that this was sufficient and would remain unchanged.

## 11 Confirmation of direct debits / standing orders

The Clerk confirmed that the

1. Changing room electricity supply is paid by monthly direct debit (£14). Meter readings are regularly submitted which will be monitored to ensure that the amount set up for the monthly payment is sufficient.
2. Clerk's salary (£775.39) is paid by standing order on the 1<sup>st</sup> of each month.
3. Pension contributions (£228.71) is paid by standing order on the 1<sup>st</sup> of each month.
4. Data Protection fee is paid annually by direct debit (£40).

## 12 Confirmation of Insurance cover for Parish Council

The Council is currently insured with BHIB Ltd and is just finishing year 1 of a 3 year contract. Cllr Evans has reviewed the cover and found it to be in order. The premium for the year is £794.46 which is paid by cheque.

## 13 Confirmation of Coleford Parish Council meetings for the coming year

The Clerk has put together the proposed dates for the coming 12 months which will be circulated to all Councillors for comment. This will be displayed on the website.

## 14 Confirm Councils subscriptions for the year

The Clerk confirmed that the Council subscribes to:

- National Association of Local Councils
- Somerset Association of Local Councils
- Campaign to Protect Rural England
- Institute of Cemetery and Crematorium Management

## 15 **Review and Adoption of Policies**

Councillors had all received an electronic copy of the policies in advance of the meeting. The Clerk explained that the Standing orders had been amended to include the virtual meetings plus there is a new policy to cover Virtual meeting protocol.

- 15.1 Financial regulations
- 15.2 Code of conduct
- 15.3 Standing orders
- 15.4 Communications and social media policy
- 15.5 Complaints procedure
- 15.6 Freedom of information publication scheme
- 15.7 Virtual meeting protocol
- 15.8 Safeguarding policy

It was agreed that the above mentioned policies should be adopted as presented.

*Vote: 8 For, 0 Against, 0 Abstention*

Cllr Ham suggested that a Safeguarding training session could be held on after a Planning meeting for all Councillors to attend. Cllr Ham to make further enquiries to establish when this could happen.

The meeting concluded at 19.26hrs