

# Parish Council of Coleford

---

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

## Minutes of the Annual Parish Council Meeting held on Wednesday the 11<sup>th</sup> May 2022

**Present:** Councillor Philip Ham (Chairman presiding)  
Cllr Allen, Banks, Barrett, Bell, Evans, Pearce, Paterson and West & 4 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 Allen  
*Vote: 8 For, 0 Against, 1 Abstention*

Vice Chairman Mr Chris Pearce  
Proposed by Cllr Allen and seconded by Cllr Evans  
*Vote: 8 For, 0 Against, 1 Abstention*

### 2 Declaration of Acceptance of Office

Councillors signed the Declaration of Acceptance of Office and Registrable Interest form. The Clerk will ensure that those not present do the same within 28 days.

### 3 Apologies:

Cllr Drescher and Townsend had sent apologies which were accepted by the Chair

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

To be agreed at the next meeting

### 5 Lead Councillors

To be agreed at the next meeting

### 6 Appointment of Representatives to Outside Bodies

To be agreed at the next meeting

### 7 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.

### 8 Authorisation of Signatories for Bank Accounts

Current bank signatories are Cllr Ham, Conn, Townsend, Banks, Evans and the Clerk. It was agreed that Cllr Paterson would be added to replace Mr Conn who was no longer a Councillor.

*Action: Clerk to update the bank mandate*

### 9 Confirmation of direct debits / standing orders

The Clerk confirmed that the

1. LSJ Gardening Services are paid £1038.13 per month for the ground's maintenance. This amount is being reviewed every 3 months due to the sharp increase in price of fuel and pesticides.

2. Changing room electricity supply is paid by monthly direct debit (£23.00). Meter readings are regularly submitted which will be monitored to ensure that the amount set up for the monthly payment is sufficient.
3. Clerk's salary (£826.39) is paid by standing order on the 1<sup>st</sup> of each month.
4. Pension contributions (£242.01) is paid by standing order on the 1<sup>st</sup> of each month.
5. Data Protection fee is paid annually by direct debit (£35).

**10 Confirmation of Insurance cover for Parish Council**

The Council is currently insured with BHIB Ltd which ends in June 2022. They have provided renewal details for a further long-term agreement which were reviewed by Cllr Evans and found to be in order. The premium for year one is £886.44 which will be paid by cheque at the next meeting.

**11 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.

**12 Confirm Councils subscriptions for the year**

The Clerk confirmed that the Council subscribes to:

- National Association of Local Councils
- Somerset Association of Local Councils
- Somerset Playing Field Association
- Campaign to Protect Rural England
- CAM Valley
- CPRE The Countryside Charity

The meeting concluded at 19.25hrs