

# STEEPLE ASHTON PARISH COUNCIL

**Parish Office:** 2 St Mary's School, High Street, Steeple Ashton, Trowbridge, Wiltshire, BA14 6EU

**Clerk:** Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

**To: All Members of Steeple Ashton Parish Council**

You are hereby summoned to attend the Annual Council Meeting of the Parish Council to be held on **Monday 17<sup>th</sup> May 2021** in the Village Hall commencing at 7.30 pm for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk

7<sup>th</sup> May 2021

## **Open Forum to hear from members of the public**

Please note that matters raised under Open Forum will be subject to a limit of three minutes and should be notified to the clerk by 7.15 pm on the night of the meeting.

Prior to the start of the meeting the Parish Clerk will confirm that, following the Ordinary Elections, all members have signed their Declaration of Acceptance of Office.

	<b>AGENDA ITEM</b>
2021/01	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2021/2022
2021/02	<b>Declaration of acceptance of office</b> To receive the Chair's signed declaration of acceptance of office
2021/03	<b>Apologies for Absence and to consider the reasons given</b> Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2021/04	<b>Election of Vice-Chair</b> In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) to elect a Vice-Chair of the Parish Council for the municipal year 2021/2022
2021/05	<b>Declaration of Acceptance of Office</b> To receive the Vice-Chair's signed declaration of acceptance of office
2021/06	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members

	b) To receive any dispensation requests received by the Parish Clerk and not previously considered
2021/07	<p><b>Parish Council Elections 2021</b></p> <p>a) Following the Ordinary Elections, to note that the Council has three vacant seats and to consider whether to proceed with a co-option process.</p> <p>b) To consider and agree a training programme for members 2021/2022</p>
2021/08	<p><b>Parish Councillor Representatives</b></p> <p>To agree member portfolios and representation for 2021/2022:</p> <ul style="list-style-type: none"> <li>• Highways and Parish Steward</li> <li>• CATG</li> <li>• CPT and Police Liaison</li> <li>• Defibrillator checks</li> <li>• Dog bag refills</li> <li>• Emergency Plan</li> <li>• Facebook / Website</li> <li>• Footpaths</li> <li>• Friends of Steeple Ashton</li> <li>• Human Resources</li> <li>• Melksham Area Board</li> <li>• Model Railway Club key holder</li> <li>• Newsletter</li> <li>• Planning</li> <li>• SID Project</li> <li>• St Mary's Building Management Committee – PC rep</li> <li>• St Mary's Building Management Committee – tenant rep</li> <li>• STASH</li> <li>• Village Hall</li> <li>• Christmas Event Planning</li> <li>• SAVE Climate Emergency Group</li> </ul>
2021/09	<p><b>Parish Council Insurance 2021/2022</b></p> <p>To confirm insurance arrangements for 2021/2022 (information attached)</p>
2021/10	<p><b>Parish Council banking arrangements 2021/2022</b></p> <p>To confirm bank signatories for 2021/2022</p>
2021/121	<p><b>Calendar of meetings</b></p> <p>To note the Calendar of Meetings for the 2021/2022 municipal year:</p> <p>Monday 7<sup>th</sup> June 2021 – Approval of accounts 2020/2021</p> <p>Monday 5<sup>th</sup> July 2021 – Planning only (if required)</p> <p>Monday 2<sup>nd</sup> August – Full Council</p> <p>Monday 6<sup>th</sup> September – Planning only (if required)</p> <p>Monday 4<sup>th</sup> October – Full Council</p> <p>Monday 1<sup>st</sup> November 2021 – Planning only (if required)</p> <p>Monday 6<sup>th</sup> December – Budget setting 2022/23</p> <p>Monday 3<sup>rd</sup> January 2022 – Precept setting 2022/2023</p> <p>Monday 7<sup>th</sup> February – Planning only (if required)</p> <p>Monday 7<sup>th</sup> March 2022 – Year end procedures 2021/2022</p> <p>Monday 4<sup>th</sup> April – Planning only (if required)</p> <p>Monday 2<sup>nd</sup> May 2022 – Annual Council Meeting</p> <p>Date for Annual Parish Meeting to be determined (must take place before 1<sup>st</sup> June)</p>