



BRATTON PARISH COUNCIL

Chair Keith Rayward, 2 Flowers Mead, Bratton, Wiltshire, BA13 4SR

Email: keith.rayward@bratton-parish.co.uk

Clerk Nicola Duke, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

Email: nicola.duke@bratton-parish.co.uk

Minutes of the Annual Council Meeting of the Parish Council
held on **Tuesday 23rd May 2023** in the Jubilee Hall, Bratton at 6.30 pm.

Present: Cllr Keith Rayward (Chair), Cllr Eddie Cole, Cllr Steve Lloyd, Cllr Jo Jolly, Cllr Cathy Elliott, Cllr Phil Whittaker and Cllr Andrea Franklin.

In attendance: Nicola Duke (Parish Clerk) and 2 members of the public.

Open Forum

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- None.

	AGENDA ITEM
2023/01	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Cole, seconded by Cllr Lloyd and resolved to elect Cllr Rayward as Chair of the Parish Council for the municipal year 2023/2024.
2023/02	Declaration of acceptance of office The Chair duly signed the declaration of acceptance of office.
2023/03	Apologies for Absence and to consider the reasons given Cllr Ligo, due to medical appointment, accepted.
2023/04	Election of Vice-Chair In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Lloyd, seconded by Cllr Franklin and resolved to elect Cllr Cole as Vice-Chair of the Parish Council for the municipal year 2023/2024.

2023/05	<p>Declaration of Acceptance of Office The Vice-Chair duly signed the declaration of acceptance of office.</p>
2023/06	<p>Declarations of Interest and Dispensations to Participate None.</p>
2023/07	<p>Parish Council Committees and Working Groups Members appointed parish council committees and memberships for the municipal year 2023/2024 as follows:</p> <ul style="list-style-type: none"> a) Staffing Committee – Cllrs Rayward, Ligo and Cole b) Bratton Recreation Ground – Cllrs Rayward, Ligo, Lloyd and Whittaker c) Neighbourhood Plan Steering Group – Cllrs Cole and Rayward d) Website Working Group – Cllrs Cole, Elliott, Franklin, Jolly and Rayward
2023/08	<p>Parish Council Insurance 2023/2024 Members confirmed the insurance arrangements for 2023/2024 and approved the renewal of the insurance with Community First in the amount of £1939.06 (proposed Cllr Cole, seconded Cllr Lloyd).</p>
2023/09	<p>Parish Council banking arrangements 2023/2024 The bank signatories for 2023/2024 were confirmed as (proposed Cllr Lloyd, seconded Cllr Franklin): Cllr Rayward Cllr Ligo Cllr Whittaker Parish Clerk</p>
2023/10	<p>Parish Council Lead Member/Point of Contact Appointments Lead Members/Point of Contacts in relation to the following areas of Council work were appointed as follows:</p> <ul style="list-style-type: none"> a) Highways and Local Highways and Footpath Improvement Group (LHFIG) – Cllr Rayward b) Wiltshire Council Westbury Area Board – Cllr Ligo c) Jubilee Hall – Cllr Elliott d) Allotments – Cllrs Franklin and Ligo e) Reeves Orchard – Cllr Cole f) Bratton Parish News – Cllr Jolly g) Footpaths and Rights of Way – Cllr Ligo h) Bratton Week Working Group – Cllr Ligo i) Speed Indicator Device – Cllr Cole

2023/11	<p>Parish Council Accounts Year Ending 31st March 2023</p> <p>a) Members received and considered the Internal Audit Report, reviewed its findings and approved the effectiveness of the system of Internal Control (proposed Cllr Cole, seconded Cllr Lloyd). A copy of the resulting Action Plan is appended to the minutes.</p> <p>b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2022/23) of the AGAR (proposed Cllr Franklin, seconded Cllr Jolly).</p> <p>c) Members considered Section 2; parts 2 and 3 (Accounting Statements 2022/23) of the AGAR.</p> <p>d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2022/23) (proposed Cllr Jolly, seconded Cllr Lloyd).</p> <p>e) Members approved the dates for the period of public inspection as circulated.</p>
2023/12	<p>Calendar of meetings</p> <p>Members agreed the Calendar of Meetings for the 2023/2024 municipal year as:</p> <p>Tuesday 11th July 2023</p> <p>Tuesday 12th September 2023</p> <p>Tuesday 14th November 2023– Budget setting 2024/25</p> <p>Tuesday 9th January 2024 – Precept setting 2024/25</p> <p>Tuesday 12th March 2024 – Year end 2023/24</p> <p>Tuesday 14th May 2024 – ACM and APM</p>
2023/13	<p>Co-option of a Parish Councillor</p> <p>Members considered the co-option of a Parish Councillor to fill the existing vacancy, heard from the candidates and, in accordance with the adopted Co-option Procedure a ballot was taken as a result of which Caroline Macduff was co-opted as a member of the Parish Council. The Declaration of Acceptance of Office was duly signed.</p>

There being no further business the meeting was closed at 7.25pm.