



Minutes of the Annual Parish Council Meeting held on 7th May 2026

Present: Cllrs A Wotton (Chair), M Phillips (Vice), M Dykes, F Maddock and M Godfrey.

In Attendance: Mrs Caron Potts (Clerk) and 1 member of the public (part).

A G E N D A

Meeting commenced at 7.16pm

01.26 Election of Chair

Nominations for Chair were requested, Cllr Wotton was proposed and the Council unanimously approved. Cllr Wotton was elected as the new Chair to serve until May 2027 and signed the acceptance of office.

02.26 Election of Vice Chair

Cllr Phillips was nominated for the post of Vice Chair, the Council unanimously approved, Cllr Phillips was duly elected as Vice Chair.

03.36 Apologies for Absence – Cllrs A Clarke, R Proctor and R Clapp.

04.26 Declarations of pecuniary interests and dispensations to participate - None

Members are reminded of their responsibility to register their interests with Somerset Council and to keep that register up to date.

05.26 Election of Parish Council Representatives

Cllr Phillips was elected as the Village Hall & Playing Field Committee representative.

06.26 Agree to annual subscription to SALC/NALC, SPFA, ICO

It was agreed unanimously to approve all subscriptions. Action Clerk to add to payments list when renewals are due.

07.26 Risk Assessment 2026/27

Reviewed and agreed to adopt, and the Chair signed.

08.26 Financial Regulations Policy

Reviewed and readopted the Council's Financial Regulations Policy.

09.26 Code of Conduct Policy

The Council's reviewed and agreed to readopt this policy.

10.26 Parish Council Assets List

Members to inspect the assets list and agreed to adopt and the Chair signed.

11.26 Clerks Salary Payment

Agreed to pay the Clerks salary in 12 monthly instalments including incremental grade.

12.26 Internal Audit

Received and approved the internal audit report and no recommendations for improvement were given.

13.26 Annual Governance Statement

The Councils Annual Governance Statement was agreed unanimously and signed by the Chair.

14.26 Annual Accounting Statement

The Councils Annual Accounting Statement was agreed unanimously and signed by the Chair.

15.26 Approve dates for Period of Public Rights

Approved the Clerks' suggested dates of 3rd June to 14th July to allow members of the public to request to see the accounts. The Clerk will post all the information on the website together with all financial information.

16.26 Annual Insurance Premium

Approved the schedule and payment of the Councils insurance to Zurich for £929.26

17.26 Bank account, signatories and BACS payment approval

Reviewed the banking options and approved staying with Unity Trust Bank, and also approved Cllr Wotton, Cllr Phillips and the Clerk as the 3 members to authorise transactions and approve BACS.

Meeting closed at 7.43pm

Signed

Dated