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Berwick Bassett and Winterbourne Monkton Parish Council

Annual Meeting 2022

Minutes of Annual Meeting of the Council held on Wednesday May 4th 2022 at 7.30 pm, at St Mary Magdalene Church, Winterbourne Monkton

Present: Cllr Mark Saunders(chair), Cllr Andrew George-Perutz,
Cllr Neil Kirk, Cllr Colin Pattison, Cllr Helen Ramsay,
Cllr Simon Petchey, Cllr Ben Woodward
Mrs Janice Pattison (clerk)

1. Appointment of Chairman
Cllr Mark Saunders was appointed chairman of the Parish Council. (Proposed Cllr Kirk, seconded Cllr Woodward)
2. Apologies for absence
There were no apologies for absence
3. Minutes of Annual Meeting 2021
Due to the 2 elections in 2021 the Annual Meeting was not held until the end of June The minutes of the annual general meeting 2021 were accepted as a true reflection of the decision
4. Appointment of vice-chair
Cllr Andrew George-Perutz was appointed vice-chair of the Parish Council (Proposed Cllr Petchey, seconded Cllr Ramsay)
5. Appointment of officers
The following officers were appointed

	Proposed	Seconded
5.1. Planning Cllr Pattison	Cllr Saunders	Cllr Kirk
5.2. Roads and Transport Cllr Ramsay With Cllr Woodward	Cllr Saunders	Cllr George-Perutz
5.3. Public Footpaths Cllr Saunders With Cllr Petchey	Cllr Ramsay	Cllr George-Perutz
5.4. Emergency and Flooding Cllr Kirk With Cllr Woodward	Cllr Saunders	Cllr George-Perutz
5.5. Broadband Cllr Geoge-Perutz	Cllr Saunders	Cllr Ramsay
5.6. Website social co-ordinator Cllr George-Perutz	Cllr Saunders	Cllr Ramsay
6. Appointment and acknowledgements of representatives to external bodies
 - 6.1. Avebury World Heritage Site steering group Cllr George-Perutz
 - 6.2. Marlborough Area Board Cllr George-Perutz

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6.3 Police Contact/Consultative Committee

Cllr Petchey

6.4 Community Hall Charity

Cllr Saunders

Cllr George-Perutz

6.5 Avebury Social Centre

It was decided that a representative from the Parish Council was not needed and perhaps a link can be formed between the Community Hall Committee and the Avebury Social Centre Committee

7. Confirmation of Declaration of Interest, Standing Orders and Code of Conduct

Councillors confirmed their public declaration of interest and agreed the Code of Conduct of this Parish Council. The Standing Orders were confirmed.

Cllr Petchey suggested that the Standing Orders may be updated to reflect some of the best practices outlined in the Governance Toolkit available online. The clerk reminded councillors that the Standing Orders reflected the law and how aspects of the law pertained to this council as a very small council with infrequent meeting.

It was agreed that Cllrs Saunders and Petchey would review and update the Standing Orders to reflect published best practice in the Tool Kit and latest Arnold Baker edition, as well as meeting the specific needs of the council itself.

It was **also** agreed that the council should purchase the latest copy of Local Council Administration by Charles Arnold Baker **for use by councillors in this task.**

The meeting closed at 8.pm