

Coulston Parish Council

Parish Clerk - Mrs. Tekla Hicks

1 Little Court Lane, Edington, Wiltshire BA13 4PW

Clerk-coulstonpc@outlook.com

Membership: Councillors C Vize (chair), C Markes (vice-chair), C Fisher, M Suter.

You are duly summoned to attend Coulston Parish Council Annual Meeting on **Tuesday 6th May 2025 at 6.00pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.



T Hicks,
Parish Clerk & Responsible Financial Officer

AGENDA

No.	Item
1.	Election of Chair for the year 2025-26 Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk.
2.	Election of Vice-Chair for the year 2025-26 Nominations will be sought for the position of vice-chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.
3.	Apologies To receive and accept apologies for those unable to attend.
4.	Declarations of Interest To receive any declarations of interest under the parish council's Code of Conduct issued in accordance with the Localism Act 2011.
5.	Minutes of the previous meeting (i) To approve as a correct record the minutes of the parish council meeting held on 4 th March 2025. (ii) To note any matters arising from the minutes of the meeting held on 4 th March 2025.
6.	Reports (i) To note any announcements by the chair. (ii) To receive an update from the unitary councillor. (iii) To receive clerk's report. (iv) To receive and note up to date external meetings schedule.
Standing orders will be suspended to allow for public participation	
7.	Public Participation (i) To enable members of the public to address the council regarding an item on the agenda. (ii) To receive any petitions or deputations.
Standing Orders will be reinstated following public participation	
8.	Appoint Councillor Portfolios: i) Finance and bank signatories ii) Police Liaison

	<ul style="list-style-type: none"> iii) Neighbourhood Watch iv) Allotments v) Parish stewards and Footpaths/Highways vi) Parish council website
9.	Planning Matters to discuss: <ul style="list-style-type: none"> (i) Members to receive an update on the planning schedule. (ii) To discuss any planning applications received prior to the meeting.
10.	Maintenance to include items as below: <ul style="list-style-type: none"> (i) To discuss and agree parish steward schedule – consideration of jobs for next visits.
11.	Telephone Box <ul style="list-style-type: none"> (i) To discuss and resolve telephone box electricity supply disconnection.
12.	Finance <ul style="list-style-type: none"> (i) Payments for Approval: <ul style="list-style-type: none"> a) Clerk's Salary April & May. b) Clerk's PAYE April & May paid via Direct Debit. c) Clerk's expenses d) SLCC clerk's CiLCA qualification fee (apportioned) £54.00 e) Sally Dolman Annual Audit fee 2025/01/CPC- £105 f) Coulston Village Hall (Incl. Annual Allotment Rent) - £72 g) WALC Membership for WALC and NALC subscription - £78.35 (ii) To ratify invoices already paid prior to meeting: <ul style="list-style-type: none"> a) Microsoft 365 annual renewal - £84.99 (iii) To approve invoices/requests for payment received after the preparation of the agenda. (iv) Monthly Management Accounts Members to receive the monthly financial report and bank reconciliations. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.
13.	Annual Accounts 2024-25 Members to approve the annual accounts for the period 1 st April 2024 to 31 st March 2025.
14.	Asset Register 2025-26 Members to approve the Asset Register for 2025-26.
15.	Annual Internal Audit 2024-25 Members to receive and note the Annual Internal Audit Report.
16.	Annual Governance and Accountability Return 2024-25 <ul style="list-style-type: none"> (i) Annual Governance Statement 2024-25 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached. (ii) Accounting Statements 2024-25 Members to approve the accounting statements as outline in Section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time. (iii) Exemption 2024-25 The parish council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000. For approval. (iv) The clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Monday 14th July 2025

17.	<p>Governance</p> <p>(i) To approve and adopt for 2025-26:-</p> <ul style="list-style-type: none"> (a) Appraisal policy (b) Biodiversity policy (c) Co-Option policy (d) Code of Conduct (e) Community Emergency Plan (f) Complaints policy (g) Data Protection policy (h) Dignity at Work policy (i) Disciplinary policy (j) Document Retention and Publication policy (k) Equality and Diversity policy (l) Financial Regulations (m) Freedom of Information policy (n) GDPR Consent (o) Grant Awarding policy and application form (p) Grievance policy (q) Health & Safety policy (r) Lone Working policy (s) Privacy Notice (t) Risk Assessment (u) Standing Orders <p>ii) Councillors to note that the Good Councillors Guide has been published for 2025 and can be accessed in the shared drive online.</p>
18.	<p>Correspondence previously sent to note:</p> <p>(i) None.</p>
19.	<p>Confirmation of date of next meeting:</p> <p>Tuesday 8th July 2025 at 7.30pm</p>

For supporting documents, please see here:

