

# MINUTES OF CROSCOMBE PARISH COUNCIL ANNUAL FULL COUNCIL MEETING

Held at the Church Rooms, Church Street

on

Tuesday 09 May, 2023, at 7:10 pm

**Present:** Cllrs Kate Egan, Sarah Fawcett-Fice, Annette Ford, Ben Gudzelak, Chris Jackson, Mick Rogers, Hilary Shergold (Chairman)

**Attending:** Cllrs. B Height and M Lovell (Somerset Council)  
J McGhee (Parish Clerk)

**1. TO ELECT CHAIR FOR THE YEAR 2023-24**

Cllr Shergold proposed as Chair by Cllr Jackson, seconded by Cllr Ford. Cllr Rogers proposed as Chair by Cllr Fawett-Fice, seconded by Cllr Gudzelak. **RESOLVED:** Cllr Shergold elected to the post of Chair.

**2. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**

**RESOLVED.** Cllr Shergold signed the Declaration of Acceptance of Office, and took the Chair.

**3. TO ELECT VICE-CHAIR FOR THE YEAR 2023-24**

Cllr Rogers proposed as Vice-Chair by Cllr Jackson, seconded by Cllr Gudzelak. **RESOLVED.** Cllr Rogers elected to the post of Vice-Chair unopposed.

**4. APOLOGIES FOR ABSENCE**

None. All councillors present.

**5. DECLARATIONS OF INTEREST**

None.

**6. MINUTES OF PREVIOUS MEETING**

- i. **Appendix 1. RESOLVED.** Approved at Full Council Meeting on 23 June 2022.
7. **TO REVIEW AND APPROVE POLICIES**
  - i. Standing Orders (unchanged - [website link](#)). **RESOLVED.** Approved.
  - ii. Financial Regulations (unchanged – [website link](#)). **RESOLVED.** Approved.
  - iii. Code of Conduct (unchanged – [website link](#)). **RESOLVED.** Approved.
8. **TO REVIEW AND APPROVE ASSET REGISTER**
  - i. **Appendix 2. RESOLVED.** Approved subject to inclusion of the flood box procured in 2022.
9. **TO REVIEW AND APPROVE RISK ASSESSMENT**
  - i. **Appendix 3. RESOLVED.** Approved subject to the following minor changes:
    - a) .Applicable year incorrect as 2021-22; updated to 2023-24.
    - b) Reference to Mendip District Council to be changed to Somerset Council.
    - c) Reference to burial ground being managed by a volunteer to be changed to Parish Clerk.
    - d) Reference to Covid assessment of meeting rooms to be removed.
    - e) Reference to backup of date to Onedrive as well as backup hard drive to be implemented.
10. **INSURANCE**
  - i. Three bids presented by the Clerk; bid from Zurich Municipal chosen. **RESOLVED.**
11. **MATTERS OF REPORT – ITEMS FOR NEXT AGENDA**

None.

**Close**