

**MINUTES OF CROSCOMBE PARISH COUNCIL  
ANNUAL FULL COUNCIL MEETING**

**Held at the Church Rooms, Church Street on  
Tuesday 20<sup>TH</sup> May 2025, at 6:30 pm**

**Present:** Cllrs A Hargraves (Chair), A Ford, B Gudzelak, L Tully, P Hodge, C Jackson

**Attending:** Debbie Widdows (Parish Clerk)

**1. WELCOME**

The Chair welcomed everyone to the meeting.

**2. ELECTION OF CHAIR**

Cllr. T Hargraves proposed as Chair by Cllr A Ford and seconded by Cllr C Jackson.

*Vote: For: 3, Against: 3*

As the vote resulted in a tie, the current Chair, Cllr T Hargraves, exercised their casting vote. The Chair voted in favour of himself.

**RESOLVED:** Cllr. T Hargraves to the post of Chair

**3. ELECTION OF VICE CHAIR**

Cllr. P Hodge proposed by Cllr. B Gudzelak and Seconded by Cllr. L Tully.

**RESOLVED:** Cllr. P Hodge to the post of Vice Chair.

**4. APOLOGIES FOR ABSENCE**

None. All Councillors present.

**5. REPRESENTATION FOR:**

**RESOLVED:** That the Councillors representing each group be as follows:

- i. Shepton Mallet Local Community Network - Cllr. T Hargraves and Cllr. Paul Hodge
- ii. Shepton Mallet LCN – Highways Sub-Group – no Councillor elected
- iii. Shepton Mallet LCN – Flooding Sub-Group - Cllr. Paul Hodge and Cllr. C Jackson
- iv. Flood Group - Cllr. Paul Hodge and Cllr. C Jackson
- v. Orchard Group - Cllr. Tully
- vi. Play area Group – Cllr. B Gudzelak and Cllr. A Ford

**6. REVIEW AND ADOPT THE FOLLOWING POLICIES**

- i. Financial regulations (unchanged - [website link](#)) **RESOLVED.** Approved
- ii. Code of Conduct. (unchanged - [website link](#)) **RESOLVED.** Approved
- iii. Standing Orders. (unchanged - [website link](#)) **RESOLVED.** Approved

**7. REVIEW BANK SIGNATORIES**

**RESOLVED:** That the Clerk and Chair remain as bank signatories.

**8. MEETING DATES CALENDAR**

The dates for meetings for 2025/2026 be held every third Tuesday of each month and were agreed as follows:

20<sup>th</sup> May 2025

20<sup>th</sup> May 2025

17<sup>th</sup> June 2025

15<sup>th</sup> July 2025

19<sup>th</sup> August 2025

16<sup>th</sup> September 2025

21<sup>st</sup> October 2025

18<sup>th</sup> November 2025

16<sup>th</sup> December 2025

20<sup>th</sup> January 2026

17<sup>th</sup> February 2026

17<sup>th</sup> March 2026

21<sup>st</sup> April 2026

**9. AGAR 2024-25**

- i. Internal Auditor's report
- ii. To approve and sign Certificate of Exemption
- iii. To approve and sign Annual Governance Statement 2024/25
- iv. To approve and sign Accounting Statements 2024/25
- v. To approve Public Rights Notice (Appendix 5)

**RESOLVED:** All documents approved and signed appropriately by the Chair and the Clerk.

**10. TO REVIEW AND APPROVE ASSET REGISTER**

- i. Appendix 6. **RESOLVED.** Approved subject to the exclusion of the Clerk's external hard drive procured in 2012.

**11. TO REVIEW AND APPROVE RISK ASSESSMENT**

- i. Appendix 7. **RESOLVED.** Approved.

**12. INSURANCE**

Two bids presented by the Clerk; **RESOLVED.** Renewal of Zurich Municipal Approved.

**Meeting closed at 7:05**