

# THORNHACKETT PARISH COUNCIL

## ANNUAL COUNCIL MEETING

**Minutes of the Annual Meeting of the Council held at Thornford Village Hall on Wednesday 21<sup>ST</sup> May 2025 commencing at 19:45 hours.**

**Present:** Councillors S Hillier, B Taylor-Wade, R Baxter, M Hoff.

**Also Present:** Mrs Sandra Hillier (Clerk), Dorset Councillor R Legg, and 6 members of the public

**1, Welcome** -The retiring Chairman opened the Meeting and welcomed everybody to the meeting and for attending the presentation on Flood Wardens by Lisa Milton from the Environment Agency. It was announced that Cllr Jane Rogers had submitted her resignation from the Council, thus creating a casual vacancy. Jane was thanked for her work and valued input over the years and she will be missed.

**2. Apologies for Absence** – Cllrs N Whitsun-Jones, I Robins, B Keene. These apologies were accepted. Cllr Bromell and Cllr Axten were also absent.

**3. Election of Chairman for the Municipal Year 2025-26** - There was one valid nomination, Cllr, Stephen Hillier, proposed by Cllr Hoff seconded Cllr Baxter – **carried**.

**4. To receive the Acceptance of Office** - This was duly signed.

**5. Election of Vice-Chairman for the Municipal Year 2025-26** – There was one valid nomination, Cllr. Matthew Hoff, proposed by Cllr Hillier seconded by Cllr Taylor-Wade -**carried**.

**6. To receive the Acceptance of Office** – This was duly signed.

**7. To Note any Changes to the Register of Interests** – None were declared.

**8. Minutes of the Annual Meeting held on 15<sup>th</sup> May 2024** – These had been circulated and were accepted as a true record.

**9. Review of committees and working groups.** It was agreed by those present that committees were not required at the present time. The Environment Working group would continue its work, the Councillors appointed to the group were Cllr Hillier, Cllr Robins, Cllr Whitsun-Jones. The members of the public on that working group were present and also indicated a willingness to continue,

**10. Review of Model Financial Regulations** – The Clerk explained that there had been 3 changes due to changes in the law and that they were a legal requirement and could not be changed. They all concerned the awarding of contract. The amendments had been circulated and Councillors were asked to append these changes to their copies of the Model Financial Regulations circulated last May.

**11. Adoption of Petitions Policy, and Risk Management Policy** – These policies had been discussed at the March Meeting and the changes recommended at that meeting had been made. Their adoption was proposed by Cllr Hillier, seconded by Cllr Hoff – **carried unanimously by those present**. They would now be added to the website.

**12. Members Responsibilities Paper** – This paper had been discussed at the March meeting. The following posts were agreed:

Footpaths Officer – Cllr Taylor-Wade

Village Hall Officer and Representative – Cllr Baxter.

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Audit and Risk Officer – Cllr Hoff

The other positions, Playground/Recreation Ground Officer, Trees Officer, Highways Officer, Press and Publicity Officer and Planning Officer would be discussed at the next meeting in June.

### **13. Review of Council Policies –**

Data Protection Policy – amend page 2 line 1 ....email or social media **(if applicable)**.

Date Breach Policy – no changes

Equal Opportunities Policy - no changes.

Social Media Policy – In the list of forms of social media amend ‘Twitter’ to read ‘X (formerly known as Twitter)’ and on Page 3 ‘The Council will appoint a nominated person as moderator of parish council social media output **(if applicable)**’.

Lobbying Policy – replace ‘decisions’ with ‘decision’ so as to read ‘before a decision is to be ...’

Booking Recreation Ground Policy – Under Organised Activity amend to read ....booking of the recreation ground **unless in conjunction with the hire of the village hall to include a pre-payment to be agreed’**.

Publication Scheme - to be updated to include new policies, Grant Awarding Policy, Risk Management Policy, Petitions Policy. It was also agreed to increase the cost of providing printed copies of documents from 12p per sheet to 20p per sheet. The Child Safeguarding Policy is to be amended to include Vulnerable Adults and will come to Council at a later date.

Record retention policy – no changes required.

Grant Policy – no changes required.

Grant Policy Guidance notes – Item 7 change ‘so’ to ‘do’ to read ‘we do fund’.

With these changes it was proposed by Cllr Hillier, seconded Cllr Hoff that they be re-adopted with a three year review date.

**14. Confirmation of the Civility and Respect Pledge** – this was agreed and signed by the Chairman

**15. Review of Council’s subscriptions to other bodies** – DAPTC (Councillors and Clerk), SLCC (Clerk), ICO (Councillors and Clerk), CPRE – agreed to renew subscriptions for 2025/26.

**16. Review of Council Expenditure 2024/25** The Clerk apologised that the incorrect file had been circulated and it will be discussed at the next meeting.

**17. Payments due for the month.** These had been circulated to Councillors in advance of the meeting. The payment to Sherborne Castle states was necessary as the Bank had failed to increase the Standing Order for the Allotment Rent. In March 2025 there had been a refund of £20.86 from the Insurance Company. The 6 month precept payment had been received from Dorset Council. Payment was proposed by Cllr Hillier, seconded by Cllr Baxter – **agreed**

**18. Dates of Future Meetings** – These had been circulated and would be added to the web site.

Date of next meeting **Wednesday 18<sup>th</sup> June 2025 in Thornford Village Hall at 6.30pm** as there will be a presentation from Wessex Water at the start of the meeting.

The meeting closed at 8.45pm

