



DURRINGTON TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council held on Tuesday 30th May 2023 at 7 p.m. in the Robinson Room, Village Hall, Durrington, SP4 8AD.

Present	Cllr G Wright Cllr S Paines Cllr S Smith Cllr D Healing Cllr M Wardell Cllr S Rennie Cllr I Silk Cllr P Galan-Bamfield Cllr P Paul Cllr C Butler Jo Tudor	Chairman Vice Chairman Clerk
Public Question time	No members of the public were present	
Report from Unitary Councillor	Cllr Wright reported a request to make an open area of ground near Kingfisher Close into a wildflower meadow. He reported the worst of the village potholes have been filled and advise everyone to report any new ones to Wiltshire using my wilts app. He advised a challenge to the yellow lines at the bottom of Bulford Road was being considered by a few residents.	
Minute No.	Minute	Action
1/23	ELECTION OF CHAIRMAN – There was one candidate for the role of Chairman. Cllr Wright was nominated and elected as chairman for another year. The Chairman signed the declaration of acceptance of office.	
2/23	CHAIRMANS ADDRESS - The Chairman thanked the councillors for their votes and advised that with the mandatory meetings the	

	<p>Council must hold there are realistically 8 meetings a year when new things/projects can be put forward, he asked that the Councillors think between meetings about what they would like to help Durrington achieve during the year.</p>	
3/23	<p>ELECTION OF THE VICE CHAIRMAN – The Chairman proposed Cllr Paines continue as Vice Chairman, Cllr Paines accepted the nomination. There were no other nominations and Cllr Paines was elected as Vice Chairman for another year.</p>	
4/23	<p>ACCEPTANCE OF APOLOGIES - Apologies were received from Cllrs Botham, Handley, and Stafford. All apologies were accepted by the Council.</p>	
5/23	<p>APPROVAL OF THE AMENDED PLANNING COMMITTEE TERMS OF REFERENCE – These were approved by the Council.</p>	
6/23	<p>APPOINTMENT OF MEMBERS TO THE COUNCIL COMMITTEES – The committees were discussed members were elected as set out below: -</p> <p>PLANNING – Chairman Cllr Healing, Vice Chairman Cllr Wright Members – All Councillors.</p> <p>HR - Chairman Cllr Botham Vice Chairman Cllr Silk Member Cllr Smith.</p> <p>FINANCE – Chairman Cllr Rennie Vice Chairman Cllr Galan-Bamfield Members Cllrs Smith, Botham, Silk, and Wardell.</p> <p>POLICIES – Chairman Cllr Botham Vice Chairman Cllr Wright Member Cllr Smith.</p> <p>STAFFING SUB-COMMITTEE – Chairman Cllr Butler Vice Chairman Cllr Wright Members Cllrs Rennie and Wardell.</p>	

	<p>Councillors responsible for reporting on the following Amenities: -</p> <p>Village Hall – Cllr Paines Pavilion and Recreation Ground - Cllr Wright Fargo Road – Cllr Butler Avon Fields – Cllr Wardell MP Allotments – Cllr Rennie AF Allotments – Cllr Wright Youth Services – Cllr Rennie Speedwatch – Cllr Paul Cemetery – Cllr Rennie River Park – Cllrs Silk and Stafford</p>	
7/23	<p>APPOINTMENT OF REPRESENTATIVES TO EXTERNAL MEETINGS/ORGANISATIONS AS FOLLOWS: -</p> <p>Stonehenge Area Board – Cllrs Wardell and Paines.</p> <p>LHFIG – Cllrs Wright and Paul.</p> <p>World Heritage Site Management Committee – Cllrs Silk and Botham.</p> <p>Larkhill Community Partnership – Cllrs Wright and Smith.</p>	
8/23	<p>APPOINTMENT OF APPROVED SIGNATORIES FOR BANKING AND ONLINE BANKING</p> <p>The Council approved the current signatories remain in place with the addition of Cllr Smith.</p>	Clerk to arrange the new mandate.
9/23	<p>APPROVAL OF THE CODE OF CONDUCT –</p> <p>The Council approved the code of conduct.</p>	Clerk – to update the web site.
10/23	<p>THE REVIEW AND APPROVAL OF THE TERMS OF REFERENCE FOR THE COUNCIL COMMITTEES</p> <p>The council reviewed and approved terms of reference for the: -</p> <ul style="list-style-type: none"> A. Policy Committee B. HR Committee C. Staffing Sub-committee D. Finance Committee 	

	The terms of reference to be reviewed again in May 2026 unless any other changes require amendments prior to that date.	
11/23	DECLARATION OF INTERESTS There were no declarations of interest.	
12/33	APPROVAL OF MINUTES The council approved the minutes of the meeting on the 25 th of April 2023.	Clerk – to put on website
13/23	ACKNOWLEDGEMENT OF MINUTES The council acknowledged the minutes of the Finance Committee of the 19 th of December 2022	
15/23	ACCOUNTS – The Council RESOLVED to approve, <ul style="list-style-type: none"> a. The bank reconciliation for the current account for April 2023. b. The cheques and debits for April 2023 c. The end of year accounts as of 31st March 2023 following the internal audit. 	
16/23	PROPOSALS The Council RESOLVED to approve the following: - The Internal Auditor's 2022-23 Final Report and note any recommendations. <ul style="list-style-type: none"> a. To complete and Sign Section 1 of the AGAR Part 3 for the external auditor. b. To complete and sign Section 2 of the AGAR Part 3 for the external auditor. c. To review and approve the Financial Regulations. d. To review and approve the Financial Risk Assessment. 	Clerk to send to external auditor with supporting documentation and put on the website and notice board. Clerk to put on website.

	<p>e. To review and approve the Investment Strategy.</p> <p>f. To note the remaining funds in the account after accounting for earmarked reserves as of the 31st of March are now general reserves.</p> <p>g. To confirm annual subscriptions to other bodies as follows: -</p> <ul style="list-style-type: none"> i. National/Wiltshire Association of Local Councils (NALC/WALC is the national and regional organisations that represent local councils, providing support and advice and promoting the work of Councils – £1,326.24) ii. Society of Local Council Clerks (SLCC is a professional body for clerks, providing advice and guidance on all council matters approx. £222.00) iii. Community First – (Wiltshire’s Rural Community Council that works towards enhancing rural life through various projects – approx. £40) iv. GROOP – Youth support (approx. £120pa) v. ICCM annual membership (approx. £95) <p>h. To approve the following Earmarked Reserves for 2022/23 in accordance with the agreed budget: -</p> <ul style="list-style-type: none"> i. Recreation Ground play park £1,000 (from the £5,000 yearly set aside leaving £4,000 available for the years anticipated repairs) ii. Energy saving projects a new EMR putting £25,000 in now and £25,000 in October. iii. Cemetery work a new EMR (including trees) £5000. iv. Fargo Road Play Park a new EMR £7500.00. <p>i. To move from Ear-marked Reserves back to the general fund</p> <ul style="list-style-type: none"> i. £300 – from the 20mph zone EMR – now completed. ii. £990 – from Tree surgery EMR now completed. iii. £23836.90 – from the Riverbank EMR to pay the contractors 	<p>Clerk to put on website.</p> <p>Clerk to action</p> <p>Clerk to action</p>
--	---	---

	<p>iv. invoice and for installation of the new fence with the balance (approx. £10,000) to remain in the Riverpark EMR for ongoing work.</p> <p>j. To approve the amended Cemetery Regulations.</p> <p>k. To approve a quote to repair and re polish and re seal the Village Hall floor – funds for this item to be taken from the general fund.</p> <p>l. To approve the following events that may incur Town Council expenditure in 2023/24</p> <p>The Annual Parish Meeting April 2023 (approx. £150)</p>	<p>Clerk to put on website.</p> <p>Clerk to arrange.</p>
17/23	The Council agreed that a rota of all councillors not on the finance committee is prepared by the clerk for invoice inspections.	Clerk to prepare
18/23	The Council RESOLVED to open an instant access deposit account with Lloyds Bank and to transfer £70,000 into the account.	Clerk to arrange
19/23	PLANNING – No planning applications were listed for discussion.	
20/23	DISCUSSION - The Council considered the suggestion from a resident, that a defibrillator be placed in Avon Down Road. The council felt that there were a number of defibrillators in the village and investigation should take place on the number the Village should have before placing a new machine.	Clerk to investigate
21/23	FETE UPDATE – The Chairman confirmed the fete went ahead in spite of the bad weather, the WI prepared the teas and coffees throughout and did a fantastic job, Wessex circus went ahead and were brilliant, giving demonstrations and the volunteers were to be commended for all their help.	
22/23	CORRESPONDENCE – The Clerk had a number of items of correspondence. There were a number of emails concerning a new utility contract for the council buildings.	

	<p>A resident had asked that the new bird scaring Kites at the allotments be removed.</p> <p>Another resident wanted the benches at the Millennium Park Allotments to be removed to stop the young people, climbing the fences and congregating there in the evening.</p> <p>The Council decided to offer a bench to the junior school and Avon Valley for their students to use.</p> <p>A resident asked permission to purchase a bench for installation at the bottom of the cemetery.</p>	Clerk to respond to correspondence
23/23	The meeting then moved into CONFIDENTIAL BUSINESS under section 100 (4) of the Local Government Act 1972 to discuss the next items on the grounds that they involve the disclosure of exempt information.	
24/23	THE DATE OF THE NEXT MEETING – 27th June 2023	

_____ **CHAIRMAN** _____ **DATED**