

**HOLCOMBE PARISH COUNCIL**  
**MENDIP DISTRICT OF THE COUNTY OF SOMERSET**

**[www.holcombepc.org.uk](http://www.holcombepc.org.uk)**

Clerk: Vickie Watts, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB

[clerk@holcombepc.org.uk](mailto:clerk@holcombepc.org.uk) 07971 516916 - 01749 880428

**\*\*DRAFT\*\***

**Minutes from Annual Holcombe Parish Council Meeting, which took place on  
Tuesday 10<sup>th</sup> May 2022 at 7.00 pm.**

*Councillors Present* Cllr Simon Brand (Chair)  
Cllr Phil Gait  
Cllr Helen Kerr  
Cllr Simon Eade

*In attendance:* District Cllr Philip Ham  
There was 1 member of the public.

**1 Election of Chair.**

Cllr Kerr proposed that Cllr Brand as chair, which was seconded by Cllr Gait. Cllr Brand agreed and signed the Acceptance of office form

*Vote: 3 For, 0 Against, 1 Abstention*

**2 Election of Vice Chair**

Cllr Brand proposed that Cllr Gait should be vice chair, which was seconded by Cllr Kerr. Cllr Gait agreed for the coming year.

*Vote: 3 For, 0 Against, 1 Abstention*

All Councillors had completed both the acceptance of office and the notice of registerable interests

*Action: Clerk to send registrable interest forms to Mendip District Council within 28 days*

**3 Apologies for absence**

There were none.

**4 Co-option of Councillors**

All Councillors to give consideration to anyone that might be appropriate candidates.

**5 Representation were appointed as follows:**

- 5.1 Playing Field Committee – The Clerk
- 5.2 Village Hall Committee – Cllr Brand
- 5.3 Finance working group – Cllr Brand, Cllr Gait and the Clerk
- 5.4 Community Project Fund working group – Cllr Kerr and Cllr Eade
- 5.5 PACT – Cllr Kerr
- 5.6 Highways – The Clerk
- 5.7 Cemetery – The Clerk
- 5.8 Footpaths – Cllr Brand
- 5.9 Somerset Association of Local Councils – Cllr Gait
- 5.10 Planning – Cllr Brand

It was proposed by Cllr Gait and seconded by Cllr Brand that the above appointments would stand.

*Vote: 4 For, 0 Against, 0 Abstention*

**6 Resolve that the Parish Council continues to meet the criteria for the General Power of Competence**

The Parish Council continues to meet the criteria for the General power of competence as two thirds of the council hold office as a result of being declared elected. (Including elected unopposed) and the Clerk is CiLCA qualified.

**HOLCOMBE PARISH COUNCIL**  
**MENDIP DISTRICT OF THE COUNTY OF SOMERSET**

**[www.holcombepc.org.uk](http://www.holcombepc.org.uk)**

**Clerk: Vickie Watts, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB**

**[clerk@holcombepc.org.uk](mailto:clerk@holcombepc.org.uk) 07971 516916 - 01749 880428**

In the event that the council ceases to satisfy the criteria then it must record its ineligibility at the next relevant Annual Meeting, if a council has commenced an activity through the use of the General Power of Competence it may continue with it but not commence anything new that would require the use of the General Power of Competence.

*Vote: 4 For, 0 Against & 0 Abstentions*

**8 The Review and adopt the following policies:**

- 8.1 Financial regulations
- 8.2 Code of conduct
- 8.3 Standing orders
- 8.4 Data Protection Policy
- 8.5 Email Content Privacy Notice

All documents had been circulated to all Councillors prior to the meeting. It was proposed by Cllr Kerr and seconded by Cllr Gait that they should be adopted.

*Vote: 4 For, 0 Against & 0 Abstentions*

*Action: Clerk to upload to the website.*

**8 Review:**

**8.1 Bank signatories**

It was agreed that the mandate would be updated by the Clerk to add Cllr Kerr and remove those that were no longer standing as Councillors

*Vote: 4 For, 0 Against & 0 Abstentions*

*Action: Clerk to update the mandate*

**8.2 Financial risk assessment**

Councillors confirmed that they had read the risk assessment and that they were content that it was complete and should be approved.

*Vote: 4 For, 0 Against & 0 Abstentions*

**8.3 Asset register**

It was noted that the new brazier and union flag should be added to the register.

*Vote: 4 For, 0 Against & 0 Abstentions*

*Action: Clerk to update the mandate*

The meeting concluded at 19.25hrs