

**Minutes of the Winterborne St Martin Parish Council's**  
**Annual General Meeting**  
**28 May 2025**  
**Magna Community Room**

**Present:** Cllrs Pemberton, Nuttall, Hutchings, Marsh, Walker, Newell, Eversden

**Apologies:** Cllr Fitzgerald

**1. Elect the Chair of the Council for 2025/2026**

There were no proposals or volunteers to take this role, so it was agreed that an acting Chair is required for the meeting.

It was proposed by Cllr Hutchings and seconded by Cllr Walker that Cllr Pemberton take the Chair. All agreed.

**2. Elect the Vice Chair of the Council for 2025/2026**

There were no proposals or volunteers to take this role.

**3. Declarations of Interest**

There were none.

**4. Review of Policies and Procedures**

- Standing Orders

Cllr Pemberton advised that the standing orders were reviewed in light of previous legal and financial advice. The Council considered whether to keep the current amendments, revert to the standard NALC template, or make new changes. The amendments in question included the requirement for a seconder for motions and the establishment of working groups configured differently from committees.

It was agreed to keep the standing orders as they are, with the understanding that they can be amended in the future if necessary.

- Assets

It was agreed the assets register is accepted as accurate.

- Subscriptions

The Council reviewed the subscriptions to various services, including Scribe, Hugo Fox, and DAPTC and it was agreed these remain the same.

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- Complaints Policy

The complaints policy has not been reviewed for several years.

It was agreed that Cllr Nuttall will review the complaints policy and the FOI and data protection policies, with assistance from the Clerk to ensure best practices.

- Press and Media Policy

The policy was reviewed recently and found to be adequate.

- Employment Policy and Procedures

It was agreed Cllr Nuttall and the Clerk review the employment policy and procedures to ensure they reflect best practices.

## **5. Appointments and Responsibilities**

- DAPTC Representative

Cllr Pemberton advised that this role has typically fallen to the Chair previously but with no Chair currently elected, an interim representative was needed.

Cllr Pemberton agreed to continue as the interim DAPTC representative.

- Finance Working Group

It was discussed and agreed that the Budget Working Group & Finance Working Group are merged into a single group, with the Chair, Vice Chair, and Clerk as members. Cllr Nuttall requested to join this group.

- Staffing Committee

The current members were reviewed, and it was agreed that Cllrs Hutchings, Walker & Marsh form this committee.

- Memorial Hall Working Group

It was agreed that Cllrs Nuttall, Eversden & Fitzgerald remain as the group.

- Highways and Rights of Way

It was agreed Cllr Walker takes responsibility.

- Flood and Stream

It was agreed Cllr Marsh takes responsibility.

- Grounds

It was agreed Cllr Marsh takes responsibility.

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- Allotments

It was agreed Cllr Walker takes responsibility.

- Washpool

It was agreed Cllr Walker takes responsibility.

Cllr Marsh expressed concern regarding the Council failing to elect a Chair or Vice Chair and the implications for approving payments and other responsibilities.

Cllr Pemberton advised that he would continue to approve payments until the next meeting.

There being no further business the meeting closed at 6.58pm.



