

Sparkford Parish Council

Minutes of the meeting of the Annual Parish Council meeting on Wednesday 06 May 2026 at 1945 at Sparkford Parish Hall.

Present: Mrs J Cattermull, Mr R Sealey, Mr P Harcourt, Mr L Piper, Mr T Tuck and Mr D Westwood.

Also in attendance: Councillor Henry Hobhouse, Councillor Kevin one member of the public and Kaye Elston (clerk)

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| Item 1 26/27/SPC 001 | Apologies for absence <ul style="list-style-type: none"> • Mr A Quick. These were accepted. |
| Item 2 26/27/SPC 002 | Declarations of interest <ul style="list-style-type: none"> • There were none. |
| Item 3 26/27/SPC 003 | Election of Chair and Vice-chair <ul style="list-style-type: none"> • Nomination for Chair – Councillors Sealey proposed Councillor Cattermull, who agreed she would re-stand unless any other councillors wished to put their name forward. No other councillors wished to stand for the position of Chair. Proposed: Cllr R Sealey Seconded: Cllr L Piper All councillors present in agreement • Nomination for Vice-chair – Councillor Harcourt proposed Councillor Sealey, who agreed he would re-stand unless any other councillors wished to put their name forward. No other councillors wish to stand for Vice-chair. Proposed: Cllr Harcourt Seconded: Cllr Tuck All councillors present in agreement |
| Item 4 26/27/SPC 004 | Declaration of Office to be signed by Chair <ul style="list-style-type: none"> • Cllr Cattermull signed the declaration |
| Item 5 26/27/SPC 005 | Register of interests to be updated by councillors <ul style="list-style-type: none"> • Clerk reminded councillors that they need to review their Register of Pecuniary Interests to ensure there were no amendments required. ACTION: All councillors |
| Item 6 26/27/SPC 006 | Parish Representatives for organisations <ul style="list-style-type: none"> • Councillor portfolios currently being reviewed and will be completed by the next meeting in June. |
| Item 7 26/27/SPC 007 | Review of Standing Orders and Financial Regulations <ul style="list-style-type: none"> • Financial Regulations – these were last reviewed in May 2025 and therefore should be reviewed at the June meeting. Possible amendment around online banking. Clerk to review and circulate for approval at the next meeting in June. ACTION: Clerk • Standing Orders – these were last reviewed in 2025 and will be placed on the June agenda for review. |
| Item 8 26/27/SPC 008 | Asset Register <ul style="list-style-type: none"> • Asset Register was circulated and Councillor Sealey will review so that it is ready for internal audit. |
| Item 9 26/27/SPC 009 | Risk Register <ul style="list-style-type: none"> • Currently there is not an up to date Risk Register, so this needs to be reviewed. ACTION: Clerk |
| Item 10 26/27/SPC 010 | End of Year Financial Accounts and Statements <ul style="list-style-type: none"> • Currently being finalised due to issues locating invoices from the beginning of the financial year. |
| Item 11 26/27/SPC 011 | Review of bank Standing Orders and Direct Debits <ul style="list-style-type: none"> • There are currently no payments that go out of the current account as standing orders or direct debits. |
| Item 12 26/27/SPC 012 | Review of annual subscriptions and commitments <ul style="list-style-type: none"> • Website service and emails - £182.40 • Playing Field rent to Diocese - £223.91 • SALC - £409.54 • Somerset Council bin collection - £169 |

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| | <ul style="list-style-type: none">• Parish Online if agreed at meeting in July/August - £72• ICO registration – not yet in place but legal requirement - £52 Clerk to apply for registration ACTION: Clerk |
| Item 13 26/27/SPC 0013 | Date of next parish council meeting <ul style="list-style-type: none">• Wednesday 06 May after this meeting. |