MINUTES OF ANNUAL GENERAL MEETING OF
Steep Parish Council
Held on Monday 11 May 2026 at 7.30pm
in Steep War Memorial Village Hall

Present: Councillors Alison Driver (Chair), Charlotte Duthie (Vice Chair), Terry Cook, Robin Hollington, Shannon Askew, Andrew Inkley, Barry Haywood and Paul Nayton.

In attendance: Sam Marchant (Clerk)
There were no members of the public present.

Minute Ref	Item
AGM26/1	**Apologies for absence** No apologies for absence were received.
AGM26/2	**Approval of Minutes:** to approve the minutes of the Annual Meeting held on 12 May 2025 The minutes of the Annual Meeting held on 12 May 2025 had been circulated prior to the meeting and were available on the website. The minutes were approved as an accurate record, and the Chair signed them accordingly.
AGM26/3	**To elect a Chair then sign and witness Declaration of Acceptance of Office** Cllr Cook proposed Cllr Alison Driver as Chair, seconded by Cllr Inkley. Councillors voted unanimously in favour. Following the election, Cllr Driver signed the Declaration of Acceptance of Office.
AGM26/4	**To elect a Vice Chair** Cllr Askew proposed Cllr Charlotte Duthie as Vice Chair, seconded by Cllr Haywood. Councillors voted unanimously in favour.
AGM26/5	**Declarations of interests forms for renewal** Cllr Hollington declared that his company, Inspired Information Services, continues to provide the Parish Council's email service. Actions: All Councillors to review and update Declaration of Interest forms where required.
AGM26/6	**Public Comment** There were no members of the public present and therefore no public comments were received.

AGM26/7 To review appointments to Committees and Working Groups

i. Planning Committee: to appoint members and the Chair

Councillors agreed that the Planning Committee was operating effectively with all councillors involved. Discussion noted the increasing importance of planning matters and their impact on the parish.

Appointments agreed:
Chair – Cllr Driver
All councillors to remain members.

ii. Finance Working Group: to appoint members

Appointments agreed:
Cllr Hollington
Cllr Driver
Cllr Inkley
Cllr Nayton

Members discussed the need to improve budget presentation and ongoing financial monitoring.

Action: Finance Working Group to review budget reporting arrangements

iii. HR & Staffing Working Group: to appoint members

Appointments agreed:
Cllr Haywood
Cllr Driver
Cllr Duthie

Flexible Shadow team
Cllr Hollington
Cllr Inkley

AGM26/8 To review appointment of Cllr Responsibilities

i. I.T.

Appointments agreed:
Cllr Inkley
Cllr Nayton

Cllr Hollington declared an interest due to his company providing the Council's email service but confirmed he was willing to provide advice where appropriate.

Action: Cllrs Inkley and Nayton to review IT arrangements and identify any required improvements.

ii. Roads & Traffic

Appointments agreed:
Cllr Inkley
Cllr Nayton
Cllr Duthie

iii. Steep Common

Appointments agreed:
Cllr Askew
Cllr Cook
Cllr Duthie

iv. War Memorial

Appointments agreed:
Cllr Inkley
Cllr Duthie
Cllr Askew

v. Footpaths & Rights of Way

Appointments agreed:
Cllr Duthie
Cllr Inkley

vi. Lengthsman

Appointments agreed:
Cllr Duthie

vii. Communications: Website & Social Media

Appointments agreed:
Cllr Driver
Cllr Inkley
Cllr Hollington (support role where no conflict of interest exists)

viii. Communications: Newsletter rota

Councillors noted that the newsletter rota arrangement was working effectively and agreed to continue.

AGM26/9 Administration

i. To confirm meeting dates for 2027

The proposed meeting dates for 2027 were approved.

Action: Clerk to publish approved meeting dates.

ii. To review the Statement of Internal Controls

Councillors reviewed and approved the Statement of Internal Controls, which were then signed by the Chair.

Action: Clerk to retain signed documentation and update Council records.

iii. Insurance Renewal: to approve

The Council reviewed the annual insurance renewal and approved the renewal arrangements.

Action: Clerk to finalise the insurance renewal.

AGM26/10 Date and time of the next meeting

The next meeting of the Parish Council will take place on Monday 1 June 2026 at 7:30pm.

The meeting closed at 7:55pm.