

**SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL  
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SOUTH  
CADBURY & SUTTON MONTIS PARISH COUNCIL HELD AT SUTTON  
MONTIS VILLAGE HALL**

**Thursday 18<sup>th</sup> May 2023 at 19:30hrs**

Present - D Soper (Chair) M Toop (Vice Chair) M Semmons L Tabor J Griffiths  
C Toop (Parish Clerk) Ian Conway and Peter Cook (public member)

**PC 2023/32 Election of the Chairperson of the Council and receive their Declaration of Acceptance of Office**

Cllr Toop proposed Cllr Soper as Chairperson, seconded by Cllr Tabor with no objections. Office accepted by Cllr Soper

**PC 2023/33 Election of the Vice Chairperson of the Council and receive their Declaration of Acceptance of Office**

Cllr Soper proposed Cllr Toop as Vice Chairperson, seconded by Cllr Semmons with no objections. Office accepted by Cllr Toop

**PC 2023/34 To receive Apologies for absence and to approve the reasons given**

Apologies received from Cllr Sarah Dyke

**PC 2023/35 Parish Council Vacancies. To consider applications received and conduct vote to fill two casual vacancies on the Parish Council by co-option**

The application received from Peter Cook was considered and unanimously agreed that he should be co-opted as Councillor. One vacancy remains which will be advertised

**PC 2023/36 Election of Officers, Statutory and Standing Committees (if any) and allocation of Parish Responsibilities to individual Councillors:**

1. Village Hall Committee representative –unanimously agreed that Martin Coombs be elected as representative for Sutton Montis Village Hall and Cllr Semmons for South Cadbury Village Hall SM
2. Internal Auditor – unanimously agreed that Sally Palmer be appointed
3. Bank Signatories and Debit card holders – unanimously agreed that Cllr David Soper and Cllr Mike Toop plus the Clerk Cherry Toop be appointed for the administration of financial transactions; Cllr Soper as mandatory signatory plus either Cllr Toop or the Clerk as secondary signatory

**Meeting closed at 19.50**

Signed ..... Date .....

Minutes prepared by Cherry Toop (Parish Clerk) on 06/06/2023

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