**Claybrooke Parva Parish Council**

**Minutes of Annual Parish Council Meeting held on Wednesday 16th May 2023 at 7pm**

1. **Members Present**

Cllr Nicholas Jenkins (NJ), Blackhall, Cllr Graham Hart (GH), Cllr Ray Middlemas (RM), Cllr Fay Briggs (FB) and Patricia Nunn (PN), Parish Clerk.

Mr Neil Blackhall (NB)

Members of the public x 14

A recording was made of this meeting.

1. **Apologies for Absence**

Apologies were received from Cllr Rita herald (RH) and DCllr Rostia Page (RP).These were accepted.

The outgoing Chairman delivered his annual report. Detailing what had been achieved I the past year. This was originally objected to by GH but all other Cllrs agreed for him to continue. The report to be added to the minutes.

1. **Election of Chairman and Vice Chairman to the Council**

The current Chairman NB stood down from his position.

GH was proposed for Chairman by RM, seconded by NJ and agreed. **Duly elected**.

The position of Vice Chairman was not filled as no-one was proposed.

Acceptance of Office forms were signed at the meeting.

1. **Disclosure of Interests**

There were none.

1. **Acceptance of Minutes of Previous Annual Council Meeting on 18th May 2022**

**Resolved** to accept the minutes as an accurate record of the meeting and signed by GH although only one current Cllr had been present at the previous Annual Parish Council meeting. No changes had been requested to these minutes by the then incumbent Cllrs.

1. **Parish Council Annual Report by Chairman**

Nothing to report

1. **Finance**
2. **Financial Annual Report**

An end of year report had been sent to the Cllrs before the meeting detailing the payments, receipts and bank reconciliations for the year 2022/23.. It was proposed to accept the report by GH, and seconded by RM, and **agreed**.

ii) **Asset Register**

The updated for 2023/24 register had been sent to Cllrs before the meeting. It was proposed by GH, seconded by NJ, that the asset register to be amended to increase the cost of the village green bench to £400.00. Agreed and **Resolved.**

1. **Review of Code of Conduct/ Financial Regulations/ Standing orders/Risk assessment and other Policies**

All policies, standing orders, financial regulations and code of conduct had been sent to Cllrs prior to the meeting. It was proposed by GH, seconded by NJ, that this item be deferred to the next Parish Council meeting to allow more time to review them before acceptance. Agreed and **Resolved.**

1. **Review of Insurance Cover**

The PC’s current insurance cover ends on 1st July 2023. New quotes to be obtained.

1. **Outside Bodies’ Reports**
2. **Burial Committee**

The annual report and accounts have not been received from the JBB clerk.

ii) **Marc Smith Charity**

This offers education grants for the community.Theannual report and accountswere noted.

1. **Alderman Newton Charity**

This offers education grants for the community**.** The annual report was noted. B Fowler attended the meeting and also gave a verbal report.

1. **Election of Parish Council representative to above Bodies**

Burial Committee – GH asked for this item to be removed from the agenda. PN said this was contrary to standing orders. it was proposed by FB, seconded by NJ, that this item be deferred to the next Parish Council meeting as RH could not attend this meeting. Agreed. **Resolved.**

Alderman Newton Charity – Brian Fowler

Marc Smith – Zoe Ridley

Both appointments unanimously **agreed.**

**3 residents left the meeting.**

1. **Dates for Council meetings for the next year**

These were agreed at the meeting. The date of the next Annual Parish Council meeting will be Tuesday 15th May 2024 in the School Hall at 7pm.

1. **Any Other Business**

There was no other business

The meeting ended at 1940.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 16th May 2023, and circulated to all members, be signed as a correct record.

Signature:…………………………………………………………………………….. (Chairman)

Name:…………… ………………………………………………….

Date:………………… 15th May 2024………………………………………