

# Claybrooke Parva Parish Council

## Minutes of Annual Parish Council Meeting held on Wednesday 15<sup>th</sup> May 2024 at 7pm

### 1. Election of Chairman to the Council

The current Chairman FB stood down from her position.  
FB was proposed for Chairman by RM, seconded by NB and agreed. **Duly elected.**  
The Acceptance of Office form was signed.

### 2. Election of Vice- Chairman to the Council

The current Vice- Chairman NB stood down from his position.  
NB was proposed for Vice Chairman by FB, seconded by RM and agreed. **Duly elected.**  
The Acceptance of Office form was signed.

### 3. Members Present

Cllr Fay Briggs (FB) chairman, Cllr Neil Blackhall (NB) vice-chairman, Cllr Ray Middlemas (RM),  
DCllr Rosita Page (RP) and Patricia Nunn (PN), Parish Clerk.  
Members of the public attending x 3

### 4. Apologies for Absence

Apologies were received from Cllr Rita Herald (RH) which were accepted.

### 5. Acceptance of Minutes of Previous Annual Council Meeting on 16th May 2023

Proposed by FB, seconded by RM, to approve the minutes as accurate. Agreed. **Resolved**

The meeting was adjourned at 1910 hours for representatives of the Police and Claybrooke school to address the meeting. The PC offered their thanks to all representatives for attending the meeting and for their information presented and for answering residents' and PC questions.

The meeting reconvened at 1925.

### 6. Finance

#### i) To review and approve the asset register for 2024/25

The asset register had been sent to Cllrs before the meeting. It was proposed by FB, seconded by NB, that this be approved. Agreed. **Resolved.**

#### ii) To review and approve the annual insurance cover

The 3 year annual insurance plan with BHIB ends in July. It was agreed that quotes for new cover should be obtained and new insurance arranged for July.

### 7. 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 FB, seconded by NB, that all are accepted with the exception of the Financial Regulations. Agreed unanimously. **Resolved.**

New Financial Regulations have been recently issued by NALC and the current PC Financial Regulations will be amended and reviewed at the next Parish Council meeting in September.

- 8. To Approve the new Retention of Documents Policy**  
 This policy had been sent to Cllrs before the meeting. It was proposed by FB, seconded by NB, that this be approved. Agreed unanimously. **Resolved.**
- 9. To Approve the new Scheme of Delegation**  
 This had been sent to Cllrs before the meeting. It was proposed by FB, seconded by NB, that this be approved. Agreed unanimously. **Resolved.**
- 10. Committee/Outside Bodies' Reports**
- i) **Joint Burial Committee**  
 The annual report and accounts have not been received from the JBC clerk as yet but will be given to Cllrs when received.
  - ii) **Marc Smith Charity**  
 This offers education grants for the community. The annual report and accounts were noted.
  - ii) **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.
- 11. Election of Parish Council representative to Committees and Outside Bodies**
- Joint Burial Committee** – It was proposed by FB, seconded by NB, that RM be elected as the PC representative. Agreed. **Resolved.**
- Alderman Newton Charity** – It was proposed by FB, seconded by NB, that Brian Fowler be elected as the PC representative. Agreed. **Resolved**
- Marc Smith** – It was proposed by NB, seconded by FB, that Zoe Ridley be elected as the PC representative. Agreed. **Resolved**
- FB offered her thanks to all those representatives and to all members of the PC for their hard work during the year. The PC offered their thanks to FB for all her efforts in the past year.
- 12. Dates for Council meetings for the next year**  
 The date of the next Annual Parish Council meeting was changed to Wednesday 21st May 2025. This and all other dates agreed.

FB closed the meeting ended at 2000.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 15<sup>th</sup> May 2024, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:.....