

Claybrooke Parva Parish Council

Minutes of Annual Parish Council Meeting held on Wednesday 21st May 2025 at 7pm

1. Election of Chair to the Council

The current Chair Fay Briggs (FB) stood down from her position.

FB was proposed for Chair by Neil Blackhall (NB), seconded by Rita Herald (RH) and unanimously agreed. **Duly elected.**

The Acceptance of Office form was signed.

2. Election of Vice- Chair to the Council

The current Vice- Chair NB stood down from his position.

NB was proposed for Vice Chair by FB, seconded by Ray Middlemas (RM) and unanimously 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), Cllr Rita Herald (RH) and Patricia Nunn (PN), Parish Clerk.

Members of the public attending x 1

4. To receive any apologies for absence

Apologies were received from DCllr Rosita Page (RP) which were accepted.

5. To approve as accurate the minutes of previous Annual Council Meeting on 15th May 2024

Proposed by FB, seconded by NB, to approve the minutes as accurate. Unanimously agreed. **Resolved**

6. Financial Matters

i) To review and approve the asset register for 2025/26

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

ii) To review and approve the annual insurance cover

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

7. To review and approve the Code of Conduct/ Financial Regulations/ Standing Orders/Risk assessment and other Policies

The Financial Regulations and Standing Orders have been recently amended with minor changes by LRALC/NALC and these were discussed with the Cllrs. No other changes have been made.

It was proposed by FB, seconded by NB, that all are accepted. Agreed unanimously. **Resolved.**

8. To receive and note the Outside Bodies' Reports from:

i) Joint Burial Committee

A report was verbally given to the meeting by RM

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 to give a verbal report and background information on the charity.

9. To elect Parish Council representative to Committee and Outside Bodies

Joint Burial Committee – It was proposed by FB, seconded by RH, that RM be elected as the PC representative. Agreed unanimously. **Resolved.**

Alderman Newton Charity – It was proposed by FB, seconded by NB, that Brian Fowler be elected as the PC representative. Agreed unanimously. **Resolved**

Marc Smith – It was proposed by NB, seconded by FB, that Zoe Ridley be elected as the PC representative. Agreed unanimously. **Resolved**

The offered their thanks to all those representatives for their hard work during the year and their continuing commitment.

10) Dates for Council meetings for the next year

The date of the next Annual Parish Council meeting will be Wednesday 20th May 2026.. This and all other dates agreed.

FB closed the meeting ended at 1915.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 21st May 2025, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:.....3rd September 2025.....