

Claybrooke Magna Parish Council



Minutes of Annual Parish Council Meeting held on Thursday 23rd May 2024 at 7pm

Minutes

1. Election of Chairman to the Council

The current chairman, Rob Deacon (RD), stood down from his position. Roger Kimberley (RK) was proposed, for Chairman in his absence by Rob Deacon (RD), seconded by Jo-Ann Allcoat (JA) . RK has put his name forward for Chairman before the meeting. It was agreed unanimously. **Resolved.** RK was duly elected. The Acceptance of Office form to be signed at the beginning of the next meeting..

2. Election of Vice- Chairman to the Council

There is not a current vice-chairman. Sarah Herald (SH) was proposed for Vice-Chairman by Mike Lenihan (ML) seconded by JA and agreed unanimously. **Resolved.** SH was duly elected. The Acceptance of Office form was signed.

In the absence of the Chairman, it was agreed that the vice-chairman (SH) should chair the meeting.

3. Members Present:

Cllr Jo-Ann Allcoat (JA), Cllr Sarah Herald (SH) Cllr R Deacon (RD), Cllr Mike Lenihan (ML), and Patricia Nunn (PN), Parish Clerk.
Residents present x 1.

4. To receive any apologies for absence

Apologies received from Cllr Roger Kimberley (RK) and DCllr Rosita Page. Apologies accepted

5. To review the Asset Register 2024/25

This was sent to Cllrs to review before the meeting. There had not been any changes to the register over the previous year. The 2024/25 register was proposed by ML, seconded by JA, and **accepted** unanimously.

6. To 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 SH, seconded by ML, 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 July.

7. To review the new Retention of Documents Policy

This policy had been sent to Cllrs before the meeting. It was proposed by SH, seconded by ML, that this be approved. Agreed unanimously. **Resolved.**

8. To review annual Insurance Cover

The PC have insurance cover on a 5 year package until 2026, to achieve a discount and was renewed on 1st June 2024. The amount has increased slightly year on year to cover cost of inflation.

- 9. To receive and note Committee and Outside Bodies' reports**
- i) Magna Park Liaison Group**
The Group was formed to enable the local community to raise concerns and issues about the development. A verbal report was given by JA.
 - ii) Village Hall Committee**
A written annual report was sent to Cllrs before the meeting and contents were noted.
 - iii) Joint Burial Committee**
The annual report and accounts from the Joint Burial Committee have not yet been received.
 - iv) Marc Smith Charity**
This offers education grants for the community. The annual report and accounts were noted.
 - v) Alderman Newton Charity**
This offers education grants for the community. The annual report was noted. Mr B Fowler entered the meeting to add his comments which were appreciated.

- 10. To elect Parish Council representative to above Committee and outside bodies**
 Marc Smith – JA/JB
 Alderman Newton – Brian Fowler
 Joint Burial Committee – SH
 Magna Park Liaison Group – JA
 All proposed by RD, and seconded by ML. Unanimously **agreed and resolved.**

- 11. To receive the dates for Parish Council meetings for the next year**
 These were agreed at the meeting. The next Annual Parish Council meeting will be on Thursday 9th May 2024.

- 12. Any Other Business**
 There was not any other business

The date of the next Annual Parish Council meeting will be on Thursday 8th July 2025 in the village hall at 7pm.

The meeting ended at 1920.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 23rd May 2024, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:..... 18th July 2024.....