



## Minutes of the Annual Meeting of the Parish Council Tuesday 20 May 2025 at 7:30 pm

held at  
**The Community Room, Broomhall Recreation Ground.**

### **1 /25 Election of the Chair of the Council**

Nominations for the office of Chair of the Council were requested and received for Cllr Morgan and Cllr Pike.  
Cllr Evans requested a recorded vote.

Cllr Buxton – Cllr Morgan  
Cllr Coxon - Cllr Pike  
Cllr Curtis - Cllr Morgan  
Cllr Evans - Abstained  
Cllr Hilton - Cllr Morgan  
Cllr Morgan - Cllr Morgan  
Cllr Newman – Cllr Pike  
Cllr Penney – Cllr Morgan  
Cllr Pike – Cllr Pike

**RESOLVED:** That Cllr Morgan is elected Chairman of the Council for the local government year 2025/26.  
Cllr Morgan duly signed the Declaration of Office for Chairman of the Council and commenced the meeting.

### **2 / 25 Attendance and Apologies for absence**

Attendance: Cllr Buxton; Cllr Coxon; Cllr Curtis; Cllr Evans; Cllr Hilton; Cllr Morgan  
(Chairman); Cllr Newman; Cllr Penney and Cllr Pike  
Apologies for absence: Cllr Grover,  
Present: Natalie Hayes, Clerk and Louise Steele Locum RFO

There were no members of the public present.

### **3 / 25 Declaration of interest for items on the agenda**

There were no declarations of interest in accordance with the adopted Code of Conduct.

### **4 / 25 Election of Vice-Chair of the Council**

**RESOLVED:** That Cllr Hilton be elected Vice Chair of the Council for the local government year 2025/26.

### **5 / 25 Approval of the Committee Members to committees and focus area as per the approved structure**

**RESOLVED:** That committee members and leads for focus areas be appointed for the council year May 2025 to April 2026 as shown below:

Finance Committee

Facilities and Services Committee

Cllr Morgan  
Cllr Newman  
Cllr Pike

Cllr Coxon  
Cllr Curtis  
Cllr Pike

#### **Human Resources Committee**

Cllr Buxton  
Cllr Evans  
Cllr Hilton  
Cllr Morgan  
Cllr Penney

#### **Planning Committee**

Cllr Buxton  
Cllr Evans  
Cllr Grover  
Cllr Newman

#### **Focus Areas**

Allotments – Cllr Newman  
Cemeteries – Cllr Hilton

**TO NOTE:** That the council will send an expression of interest to each of the existing working groups to the Clerk before the council meeting in June.

The working groups are Cemeteries, Business Plan and Engagement Strategy, Cycling and Walking, Recreation Ground, Tennis and Events

#### **6 / 25 Appointment of Chairs of Standing Committees**

**RESOLVED:** That Chairs of standing committees for the council year May 2025 to April 2026 are:

##### **Finance Committee**

Cllr Pike

##### **Facilities and Services Committee**

Cllr Coxon

##### **Human Resources Committee**

Cllr Hilton

##### **Planning Committee**

Cllr Buxton

#### **7 / 25 To review representatives to external organisations**

**RESOLVED:** That representatives to external organisations be appointed for the council year May 2025 to April 2026 as shown below:

**Traders** - Cllr Pike

**Village Hall Charity** - Cllr Penny

**Holy Trinity School** - Cllr Buxton

**Charters School** - Cllr Evans

It was noted that District Association for Local Councils (DALC) had been disbanded.  
Cllr Pike would investigate the running of the Local Neighbour Action Group (NAG) and report back to council.

#### **8 / 25 To accept the Governing Documents of Council**

**RESOLVED:** That the Standing Orders, Code of Conduct and Financial Regulations were approved.

**TO NOTE:** The standing orders would be reviewed again at Full Council in September.

**9 / 25**                    **To approve the council meetings and committee dates for 2025-2026.**

**RESOLVED:**            That the calendar of council meetings and committee dates for 2025-2026 be approved.

**10 / 25**                    **Appointment of Internal Auditor 2025-2026**

**RESOLVED:**            To appoint Auditing Solutions Ltd as the Council's internal auditor for the financial year 2025/26.

**ACTION:**                The Council is to start the process of looking to appoint new internal auditors from the financial year 2026/27. This is due to the existing auditor advising of his retirement after the current financial year.

**11 / 26**                    **Approval of bank reconciliation (Financial Regulations November 2024 206)**

**RESOLVED:**            To appoint Cllr Hilton to check and sign the monthly bank reconciliations as prepared by the RFO.

**12 / 25**                    **Events Working Group Update**

**RESOLVED:**            That the council agreed to an amendment to the proposal for the Summer Event 2025 in the recreation ground; the event goes ahead as last year with no additional financial support.

**RESOLVED:**            That the council agreed to the proposal for the bouncy Fun days in the recreation ground for Summer 2025. The dates of these are: Friday 25<sup>th</sup> July, Monday 11<sup>th</sup> and Friday 20<sup>th</sup> August 2025.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_