



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

Cllr Morgan
Cllr Newman
Cllr Pike

Facilities and Services Committee

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 25th July, Monday 11th and Friday 20th August 2025.

Signed as a true record of the meeting:

Signed: _____

Dated: _____