

Claybrooke Parva Parish Council

Minutes of Annual Parish Council Meeting held on Wednesday 20th May 2026 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. Financial Matters

i) To review and approve the asset register for 2026/27

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

ii) To review and approve the annual insurance cover

The annual insurance cover ends in July. New quotes have been received. The one from Zurich was the same as last year so it was agreed to accept that quote for 2026/27.

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

There have not been any changes made to the current Policies etc in the last year. A draft IT Policy was sent to all members for the meeting. No changes were made to the draft IT Policy.

It was proposed by FB, seconded by NB, that all Policies, including the IT Policy be accepted. Agreed unanimously. **Resolved.**

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

i) Joint Burial Committee

A report was given to the meeting by RM and contents noted

ii) Marc Smith Charity

This offers education grants for the community. The annual report and accounts were noted.

iii) Alderman Newton Charity

This offers education grants for the community. B Fowler attended the meeting and to give a verbal report and background information on the charity. The annual report was noted.

8. 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.**

It was proposed by RM, seconded by FB, that Cllr Sarah Herald of Claybrooke Magna Parish Council be elected as Chair of this Committee. 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 Parish Council offered their thanks to all those representatives for their hard work during the year and their continuing commitment.

9. Dates for Council meetings for the next year

The dates for Parish Council meetings 2026/27 were agreed.

The date of the next Annual Parish Council meeting will be Wednesday 12th May 2027.

FB closed the meeting ended at 1915.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 20th May 2026, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:.....16th September 2026.....