

MEDBOURNE PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council

Held in Medbourne Village Hall 8th May 2024

24AMPC 1.0 ELECTION OF CHAIR

- 1.1 Cllrs Wooton and Burrows nominated Cllr Kendall.
- 1.2 This nomination was accepted by Cllr Kendall.

24AMPC 2.0 APPOINTMENT OF VICE-CHAIR

- 2.1 Cllrs Kendall and Delaney nominated Cllr Easton.
- 2.2 This nomination was accepted by Cllr Easton.

24AMPC 3.0 APOLOGIES FOR ABSENCE

- 3.1 Cllr Rickman (HDC)

24AMPC 4.0 DECLARATIONS OF INTEREST

- 4.1 None received.
- 4.2 The formal minutes from the Annual meeting were amended to record that 2023.that the contractual hours of the Parish Clerk were now 6 hours a week.

24AMPC 5.0 REQUESTS FOR DISPENSATION

- 5.1 None received.

24AMPC 6.0 REVIEW OF ITEMS REQUIRED BY STANDING ORDERS:-

- 6.1. A review of standing orders, financial regulations and internal controls, and recommendations for any changes considered to be appropriate was deferred for discussion at the June Parish Council meeting.
- 6.2. There was no change to the delegation arrangements to committees and staff.
- 6.3. No arrangements, charters or agency agreements were noted with other local authorities and no contributions made to expenditure incurred by them.
- 6.4. There was no change to the representation on external bodies and arrangements for reporting back.
- 6.5. The Parish Council's inventory of land and assets including buildings and office equipment was updated, as listed in the terms of the Annual Report.

- 6.6. New arrangements for insurance cover in respect of all insured risks will be dealt with on the later meeting of the Parish Council.
- 6.7. The annual subscription to LRALC was agreed, with no other subscriptions.
- 6.8. The Parish Council's complaints procedure was agreed with no change.
- 6.9. There had been no requests under the Freedom of Information Act 2000; Data Protection Act 1998; and 2018 General Data Protection Regulations
- 6.10. The Parish Council's policy for dealing with the press/media is on the website.

24AMPC 7.0 APPOINTMENT OF ANY OTHER COMMITTEES

- 7.1 It was agreed to form a 'Garage site Sub-Group' if required – terms of Reference will be agreed in due course.
- 7.2 It was agreed to review need for a Neighbourhood Plan Review Sub-group.

24AMPC 8.0 APPOINTMENT OF TRUSTEES / REPRESENTATIVES & AGENTS

8.1. The following appointments were agreed for 2024-25:

- Information Resource Advisor - David Tuff
- Internal Auditor - via LRALC
- Keeper of the Hollow – Laurie Smith
- Keeper of the Village Benches – tbc
- Legal Advisor – Richard Hammond
- LRALC representative – Seb Kendall
- Medbourne Charities representative – Lyn Easton
- MEF representative - Michelle Wooton
- Parish Maintenance – Becky Burrows
- Planning representative – Martin Delaney
- Sports Club representative - Michelle Wooton
- Street Lighting Warden – Ian Clarke (+ Martin Delaney)
- Tree & Brook Warden - Jamie Markee
- Village Hall representative – Lyn Easton
- War Memorial Warden – David Nance
- Nomination to Valentine Goodman Charity – Lyn Easton

24AMPC 9.0 TO NOTE THE INSPECTION OF TRUST DEEDS & INSTRUMENTS

- 9.1. Deeds had been inspected by the Clerk and will be checked with Richard H.