



Minutes of the Newton and Biggin Annual Parish Council (PC) Meeting (Also known as the AGM) held on Thursday 16 May 2024 at 7.15pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/05/0069	Election of Chair – The current Chair, Ian Davis, invited nominations for Chair for the next year. Cllr Ian Davis was proposed by Cllr Andy Newnham, seconded by Cllr Rick Crane, and unanimously agreed. Therefore, Cllr Ian Davis has been elected as Chair of the PC for the coming year.	
2	NPC24/05/0070	Chair's Declaration of Acceptance of Office – Cllr Ian Davis signed the Declaration of Acceptance of Office for Parish and Town Councillors before the Clerk who also signed and dated the document. This is retained by the Clerk.	RB
3	NPC24/05/0071	Election of Vice Chair – The Chair invited nominations for Vice Chair. Cllr Rick Crane was proposed by Cllr Andy Newnham, seconded by Cllr Anne Davis, and unanimously agreed. Therefore, Cllr Rick Crane has been elected as Vice Chair of the PC for the coming year.	
4	NPC24/05/0072	Declaration of Acceptance of Office from all members, following the election - Cllrs Ian Davis, Rick Crane, Anne Davis & Andy Newnham all signed the Declaration of Acceptance of Office for Parish and Town Councillors before the Clerk who also signed and dated the documents. These are retained by the Clerk. As Cllr Bob Threadgold was not present, the PC resolved to receive his Declaration of Acceptance of Office at the next meeting. The Clerk will add as agenda item for June meeting.	RB RB
5	NPC24/05/0073	Record of members present - Councillors - Ian Davis (ID) Chair, Rick Crane (RC), Anne Davis (AD), Andy Newnham (AN). Rugby Borough Councillor (RBC) Eve Hassell (EH), Rebecca Barry (RB) - Clerk Members of the Public - there were three members of the public present.	
6	NPC24/05/0074	Apologies and acceptance of reasons for absence – Cllr Bob Threadgold due to a family emergency - ACCEPTED Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
7	NPC24/05/0075	Declaration of Interest on items on the agenda - There were no Declarations of Interest expressed relating to any items on the agenda.	

8	NPC24/05/0076	Receive Pecuniary Declaration of Interests forms from members, following the election – All Cllrs have completed the forms and submitted them to the Clerk who will scan copies and then deliver to the Town Hall before the 30 th May deadline.	RB
9 & 10	NPC24/05/0077	Suspension of Standing Orders – As there were no issues raised by the public in attendance, the Standing Orders were reinstated.	
11	NPC24/05/0078	Adoption of Standing Orders – The PC resolved to APPROVE the adoption of the Standing Orders that had already been circulated to Cllrs in advance of the meeting.	
12	NPC24/05/0079	Adoption of Financial Procedures – The PC resolved to APPROVE the adoption of the Financial Procedures that had already been circulated to Cllrs in advance of the meeting (including appendix with approved regular payments for budgeted items).	
13	NPC24/05/0080	Adoption of Code of Conduct – The PC resolved to APPROVE the adoption of the Code of Conduct that had already been circulated to Cllrs in advance of the meeting.	
14	NPC24/05/0081	Adoption of the following policies, which had all been circulated to Cllrs in advance of the meeting: I. Complaints - APPROVED II. Data Protection - APPROVED III. Equality and Diversity - APPROVED IV. Financial Reserves - APPROVED V. Health and Safety - APPROVED VI. Safeguarding - APPROVED VII. Social Media - APPROVED VIII. Transparency Code – APPROVED The Clerk will ensure all approved policies are filed and uploaded to the PC website.	RB
15	NPC24/05/0082	Confirmation of the following banking arrangements, all circulated to Cllrs in advance of the meeting: I. The use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method – APPROVED II. List of standing orders / direct debit instructions – APPROVED III. Authorised signatories – APPROVED IV. Online payment approval controls - APPROVED	
16	NPC24/05/0083	Appoint areas of responsibility - Representatives were agreed as follows: I. Finances – Cllr Rick Crane II. Health and Safety – Cllr Bob Threadgold III. Data Protection – Cllr Andy Newnham	

		<ul style="list-style-type: none"> IV. Equality & Diversity – Cllr Rick Crane V. Safeguarding – Cllr Anne Davis VI. Transparency / Internal Controls – Cllr Ian Davis 	
17	NPC24/05/0084	<p>Appoint representatives to outside bodies – agreed as follows:</p> <ul style="list-style-type: none"> I. Warwickshire and West Midlands Association of Local Councils (WALC) – Chair Cllr Ian Davis II. The Burial Committee – Cllrs Rick Crane and Andy Newnham III. Elkington, Cockerill and Sherrier Charity – Cllr Anne Davis IV. The Village Hall Committee – Cllrs Bob Threadgold and Ian Davis V. Townland Gardens Association (allotments) – Cllr Rick Crane 	
18	NPC24/05/0085	<p>To note that Ian Davis, Chair, is on the WALC Board of Directors – (For information only) The Chair explained that he is a WALC Board Director and is also Chair of the Rugby Area Meeting. This was noted by Cllrs.</p>	
19	NPC24/05/0086	<p>Statement of Finances on 31 March 2024 - The following Statement of Accounts was reviewed and APPROVED:</p>	

**Newton and Biggin Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	21,959.37	
Cash in Hand		
Petty cash		
Election Costs		
SLCC Subscription		
Salary		6,386.24
Payroll Provider Costs		100.00
WALC Subscription		395.00
Insurance		494.71
Internal Audit		345.00
External Audit		210.00
Street Lighting		801.02
Burial Committee		
IT Software - Website & Server		300.00
Information Commissioner		35.00
Training		234.00
Other celebrations		40.00
Copying		
Honorarium		1,638.00
Five Arches General Maintenance		2,419.54
Miscellaneous Legal Costs		
Village Hall Internet Charges		216.00
Picnic Site Benches		
Village Hall Porch & Pointing		
Street Lighting - Rolling Prog		
HMRC Tax		1,530.20
Village Hall Committee		
Miscellaneous Purchases		
Village Hall Refurbishment	123.00	123.09
Defibrillator Consumables		67.00
Zoom Annual Cost		
Precept	21,250.00	
RBC Grants		
VAT Refund		
IT Hardware & Software Subs		133.32
Ellis Gardens Open Space		
Five Arches Path Steps Repair		
Five Arches Info Board & Art		
Village Benches Repair		
Village Planter & Pots		117.08
Grasscutting		

**Newton and Biggin Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
WCC Grants		
Miscellaneous Income		
Christmas Celebrations	180.00	268.25
Stationary		28.69
Printer Consumables		259.55
Scribe Annual Cost		345.60
Village Hall Sign	265.00	265.00
Village Hall Committee Contributions		
Future Enhancements to Open Spaces		
Platinum Jubilee - Newton		
Platinum Jubilee - Etched Glass		1,700.00
Coton Community Fund		894.97
General Contingency Fund		
Roll of Honour Refurb		
Warm Hub		93.15
Coton Noticeboard		
Coronation		1,106.52
Neighbourhood Plan	10,000.00	10,000.00
Phonebox Refurb	235.00	
VAT	1,615.89	2,527.75
	33,668.98	33,074.68
Closing Balances:		
Balances in Bank Account		22,553.67
Cash in Hand		
TOTAL	55,628.35	55,628.35

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed


Responsible Financial Officer

Date

15/05/24

No questions were asked about the Statement of Finances.

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NPC24/05/0087

The meeting closed at 7.22pm. The date of the next AGM will be in May 2025. Exact date to be confirmed.