

AYLBURTON PARISH COUNCIL
Minutes of the Annual Council Meeting held on Tuesday 7 May 2024

PARTICIPATING:

Cllr Mark Topping
 Cllr Frankie Evans
 Cllr Claire Shirley
 Cllr Mark Harvey
 Cllr Lorraine Haddrell
 Cllr Daniel Tremayne

ATTENDING:

Rachel Hales (Clerk)
 1 Resident

No/ Ref	Item/Notes	Action
ACM01. 24/25	To receive any apologies for absence. <ul style="list-style-type: none"> • Cllr Brent Winter. Accepted 	
ACM02. 24/25	Election of the Chairman and Vice-Chair for 2024-25. <ul style="list-style-type: none"> • Cllr FE proposed Cllr Topping, this was seconded by Cllr CS. Unanimous vote in favour. • Cllr LH proposed Cllr Evans, seconded by Cllr MT. Unanimous vote in favour 	
ACM03. 24/25	3. Delivery by the Chairman/Vice Chairman of their acceptance of office forms. <ul style="list-style-type: none"> • Both signed their acceptance of office forms, which were then signed by the clerk. 	
ACM04 24/25	4. To approve the minutes of the 2023 Annual Council Meeting. <ul style="list-style-type: none"> • Approved. 	
ACM05. 24/25	5. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities. <ul style="list-style-type: none"> • Reviewed, no comments to make. 	
ACM06. 24/25	6. To review representation on or work with external bodies and arrangements for reporting back. Reviewed, Cllr FE raised the potential of having a rep for the Resilience fund, however following a discussion it was agreed this was not beneficial to the council.	
ACM07. 24/25	7. To review the Asset Register. Reviewed and considered appropriate.	
ACM08. 24/25	8. To review and confirm arrangements for insurance cover in respect of all insured risks. Reviewed and considered appropriate.	
ACM09. 24/25	9. To review the Council's and/or employees' memberships of other bodies. Reviewed and considered appropriate.	
ACM10. 24/25	To formally re-adopt the following council policies and documents. a. Code of Conduct b. Complaints Policy c. Financial Regulations d. GDPR and Privacy Policy e. Health and Safety Policy f. Media Policy g. Memorial Safety Policy h. Risk Assessment i. ANPR Data Reporting & Sharing j. ANPR Privacy Impact Assessment k. ANPR Principles	

	<p>l. Standing Orders</p> <p>m. Biodiversity Policy*revised May 2024</p> <ul style="list-style-type: none"> • Policies re-adopted. Cllr MT explained the revisions to the Biodiversity Policy, including making it more relevant to the village. Unanimous vote favour of adopting the revised policy. 	
ACM11. 24/25	<p>To note the time and place of ordinary meetings of the Full Council for the year ahead (see meeting pack)</p> <ul style="list-style-type: none"> • The meeting dates were noted. Cllr MT raised the option of an earlier start time for consideration at a future meeting. 	
ACM12. 24/25	<p>Future Annual Council Meeting Date: To be confirmed.</p> <p>Noted.</p>	

Meeting ended at 19.17 pm

Signed:..... Chair

Date:.....

DRAFT