

**Minutes for the Annual Meeting of Birdingbury Parish Council**  
**Monday 13<sup>th</sup> May 2024 in The Birbury, Birdingbury**

Meeting commenced 19:35 hrs

**1. Election of Chairperson**

It was proposed by Cllr de Nahlik, seconded by Cllr Kendell and  
**RESOLVED** Cllr French be elected as Chairperson of Birdingbury Parish Council.

**2. Acceptance of Office by the Chair.**

Cllr French is to sign the acceptance of office form and return to the Clerk.

**3. Record of members present**

Cllrs French, Preston, Kendell, Kent, de Nahlik, and Jackie Chapman (Clerk)

**4. Apologies and acceptance of reasons for absence**

None

**5. Declaration of Interest of Agenda Items**

None

**6. Election of Vice Chairperson**

It was proposed by Cllr de Nahlik, seconded by Cllr French and  
**RESOLVED** Cllr Kendell be elected as Vice Chairperson of Birdingbury Parish Council.

**7. To receive Acceptance of Office from the Vice Chairperson**

Cllr Kendell is to sign the acceptance of office form and return to the Clerk.

**8. Financial Arrangements**

Parish Council Assets - The Clerk was asked to remove "The Hovel" from the Asset List, as the Parish Council lease The Hovel, they do not own it, the value of The Hovel is to be removed from the Insurance figures. The amended Asset list was agreed.

Bank Signatories – Cllrs French, Kendell and Kent are Bank Signatories for the account held with Lloyds Bank.

The leases held by the Parish Council, Allotments, The Hovel, The Recreation Ground and The Birbury were noted.

**9. Meeting Dates for the period July 2024 – May 2025 were agreed as follows**

15<sup>th</sup> July 2024, 16<sup>th</sup> September 2024, 18<sup>th</sup> November 2024, 20<sup>th</sup> January 2025, 17<sup>th</sup> March 2025, 19<sup>th</sup> May 2025.

Cllr Kendell offered her apologies in advance for the meeting due to be held on 15<sup>th</sup> July 2024.

Cllr de Nahlik offered her apologies in advance for the meeting due to be held on 16<sup>th</sup> September 2024.

All meetings will be held in The Birbury, unless notified differently.

**10. Representatives on other bodies**

Cllr French – Birbury Committee

**11. Revision of Standing Orders and Financial Regulations**

**11.1** The Model Standing Orders were reviewed. Item 13.3 is to be amended to read; Cllrs will agree to any dispensation requests after taking advice from the Clerk.

**11.2** The Parish Council agreed to remain with the current adopted NALC Model Financial Regulations 2019. Cllr de Nahlik will review the new Financial Regulations, released May 2024 for consideration of adoption at the Parish Councils meeting due to be held on 15<sup>th</sup> July 2024.

**11.3** The Parish Council considered the cycle of review of policies and decided that given that policies do not tend to need annual review, in the absence of change of legislation, and to stop this becoming a routine “box ticking” exercise, a two year cycle would be preferable to an annual review.

It was proposed by Cllr Preston, seconded by Cllr Kendell and **RESOLVED** the policies are placed on a two yearly review cycle. Risk Assessments are to be completed yearly. If a change in any policy is required for legal purposes, this will be undertaken.

**12. Date of next Annual Parish Council Meeting**

19<sup>th</sup> May 2025

The Meeting closed at 20:00

Signed..... Date.....