

CLAVERDON PARISH COUNCIL

DRAFT MINUTES OF THE COUNCIL'S ANNUAL MEETING HELD TUESDAY 20<sup>th</sup> May 2025

CLAVERDON CHURCH CENTRE @ 7PM

Present: Cllr Nick Dargan (Chair) Cllr Hazel Spiers (Vice Chair.) Cllr Martin Fairlie (Cllr) Cllr Sam Evans (Cllr.) Cllr Paul Myerscough, Cllr Jon Abbott Ken Flood (Clerk & RFO)		Parishioners: 2		
<b>Agenda Item</b>	<b>Agenda Ref</b>		<b>What Happened</b>	<b>Action- by Whom/Timescale &amp; Resolutions Passed</b>
<b>1</b>	Election of Chair for 2025/26	25.5.0.0	The clerk informed councillors that Cllr Dargan was prepared to stand again for Chair. He asked for a vote to appoint Councillor Nick Dargan as Chair	The vote was unanimous, and Cllr. Dargan signed and dated a Declaration of Acceptance of Office after which he assumed control of the Council's General Meeting.
<b>2</b>	Election of Vice Chair for 2025/26	25.5.0.1	The Chair informed councillors that Cllr Spiers was prepared to stand again for Vice Chair. Chair proposed and Cllr Myerscough seconded to prompt a vote to appoint Councillor Paul Spiers as Vice Chair	The vote was unanimous, and Cllr. Spiers signed and dated a Declaration of Acceptance of Office.
<b>3</b>	Appoint the clerk/RFO	25.5.0.2	Chair told members that the clerk/Responsible Financial Officer (RFO), was prepared to stand again for appointment, he called for a vote.	Unanimous – appointment confirmed.
<b>4</b>	Apologies for absence	25.5.1.0	Cllrs. Francis Hilton, Duncan Parker & James Crocker	

5	Declarations of Interest or Requests for Dispensation	25.5.2.0	Chair read a statement which called for any member to acknowledge Interest(s) in respect of any item of business to be transacted or a request for dispensation.	Members made no declarations or requests for dispensations.
6	To approve minutes of 2024's General Meeting which was held on 14/5/24	25.5.3.0	Chair asked for councillor's permission to sign minutes from General Meeting of May 2024.	Chair signed minutes which will be now published as approved.
7	Appoint lead councillors	25.5.4.0	<p><b>Health &amp; Safety, Traffic Calming &amp; Crime</b>- Cllr. Hazel Spiers proposed by Chair, Seconded by Cllr Abbott.</p> <p><b>Recreation Area</b> – Cllr. Jon Abbott, proposed by Cllr. Evans, Seconded by Cllr. Myerscough.</p> <p><b>Communications &amp; Engagement</b>– Cllr. Sam Evans proposed by Cllr. Fairlie, Seconded by Cllr. Spiers.</p> <p><b>Friends of Yarningale Common</b> – Cllr. Martin Fairlie proposed by Cllr. Myerscough, Seconded by Cllr. Abbott.</p> <p><b>CHARGE &amp; Claverdon Solar Farm</b> Cllr. Paul Myerscough, proposed by Cllr. Dargan seconded by Cllr.Spiers</p> <p><b>Planning</b> – Cllr. Martin Fairlie, proposed by Cllr. Dargan seconded by Cllr. Abbott</p>	All members votes were unanimous.
8	Chair's Annual report		Chair, Cllr. Dargan read his report which provided progress on all the Council's focus areas, which are based on the community's priority concerns.	A copy of Chair's report is appended and will also be uploaded to the website.

<b>9</b>	Annual Governance & Accountability Review (AGAR)	25.5.5.0		
	Accounting Statement	25.5.5.1	The accounting statement had been circulated to members in advance. The Chair proposed its adoption.	Accounting Statement adopted. Variances were discussed and understood. The Accounting Statement was adopted unanimously. Chair and Responsible Financial Officer (RFO) signed the statement.
	Internal Auditor's report	25.5.5.2	The Internal Auditor reported that budget and reconciliation must be done more regularly.	The RFO proposed producing and circulating a monthly 'Cash Sheet' reconciliation, which by necessity, must balance and support all three opening and closing bank account balances. Members adopted the proposal.
	Annual Governance Statement	25.5.5.3	The Chair took members through the 9 items, each of which were evaluated by members.	The Chair and clerk/RFO signed the Annual Governance Statement.
	Notice of Publication of Rights	25.5.5.4	The RFO stated that the accounts could be inspected starting Monday 1 <sup>st</sup> June 2025 until 15 <sup>th</sup> July 2025.	RFO will ask Cllr. Sam Evans to post Notice of Public Rights on the website
	Asset register	25.5.5.5	The RFO distributed an update Assets Register showing assets valued at £28,000. Zurich Insurance provides £34,000 cover.	Councillors approved the Asset Register and the RFO will renew Zurich Insurance cover for 25/26 at the end of May.
<b>10</b>	Standing Orders and Financial Regulations	25.5.6.0	NALC's (National Association of Local Councils) based Standing Orders and Financial Regulations were reviewed as part of their annual readoption.	Both Policies/Regulations were adopted.

11	Annual Subscriptions	25.5.7.0	<p><b>Warwickshire &amp; West Midlands Association of Local Councils (WALC) and National Association of Local Councils (NALC)</b> were proposed for renewal.</p> <p>Members questioned the value of WALC, and they asked the clerk to raise the matter with WALC.</p> <p>Members appreciated the value of NALC where the cost of membership is £100 net.</p>	The clerk/RFO will take the matter up with WALC.
12	Public forum		A parishioner raised traffic calming and although it was not an item on this agenda, The Chair elected to respond and provided an update.	
13	Next AGM		Tuesday 19 <sup>th</sup> May 2026	

Signed Chair Claverdon Parish Council Dated May 19<sup>th</sup> 2026\_\_\_\_\_