



MINUTES OF THE BUDBROOKE PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 4th May 2022 in the
Budbrooke Community Centre at 8pm

Present: Chairman Cllr M Dutton, Cllrs Mrs K Dutton, D Bryan, A Thomas, D Shirley, R Treacy Hales, M Treacy Hales, R Daffern, Parish Clerk (Kay Sheriston), 3 members of the public

Apologies: WDC Cllr J Matecki

BCA – Budbrooke Community Association/ HA – Highways Authority/ HOTH – Hampton on the Hill/ HOTHRA – Hampton on the Hill Residents’ Association/ NALC – National Association of Local Councils/ NW - Neighbourhood Watch/ PC – Parish Council/ PCSO – Police Community Support Officer / WALC – Warwickshire Association of Local Councils / WRCC – Warwickshire Rural Community Council/ WRWCF – Warwick Rural West Community Forum / WCC – Warwickshire County Council/ WDC – Warwick District Council / NP - Neighbourhood Plan / FB - Facebook / BVH - Budbrooke Village Hall / BBCC - Budbrooke Community Centre / CIL - Community Infrastructure Levy / DPI - Disclosable Pecuniary Interests / FB- Facebook

1. Elect Chairman, Vice Chairman & Council representatives on other bodies

Proposed, seconded & resolved: PC Chairman - Cllr Mike Dutton, Vice-Chairman - Cllr Andy Thomas

1. Neighbourhood plan group: defer to when needed again.
2. Emergency planning group: Cllr Mrs Dutton.
3. Newsletter and website group: Cllr R Treacy-Hales, Cllr Mrs Dutton
4. Finance group: Cllr M Dutton, Cllr D Bryan
5. Community Centre Management Committee: Cllr A Thomas
6. Village Hall Committee: Cllr R Treacy-Hales
7. Budbrooke Charities: Cllr M Dutton, Cllr A Thomas
8. Open Door Management Committee: Cllr D Bryan
9. Policies & Procedures Cttee: Cllr R Treacy-Hales and Cllr D Bryan

2. Agree Standing Orders, Financial Regulations, Policies & Procedures

It was agreed the **Clerk will check the review cycle dates** to determine when the next review is required for the following:

1. Standing Orders, Finance Regs & Assets
2. Complaints Policy
3. Records Management Policy, including Document Retention Schedule
4. Grievance Procedure
5. Lone Working Policy
6. Requests made under the Freedom of Information Act and Data Protection Act
7. Press/media

Item 6 & 7: to note the council’s policy to follow advice from WALC or the relevant organisation, ie, Information Commissioner’s office. Where no review is scheduled, the council reviews the policy as and when new advice or a new model policy is issued by WALC & advised by the Clerk.

Budbrooke Parish Council have now adopted the LGA (Local Government Association) Code of Conduct.

3. Apologies & Declarations of Interest & Dispensations. Apologies were received from Cllr Matecki.

4. Approve April meeting minutes: approved as a true & accurate record and signed by Cllr M Dutton.

5. Finance

- PC noted & approved bank reconciliation and approve payments.
- Signing of the AGAR (Annual Governance & Accountability Form) was deferred to the June meeting.
- The clerk advised that 2 deposits of CIL funds had been received. **(Afternote: this is now corrected to 1 CIL fund deposit as the second remittance referred to a Precept deposit).**

6. Any Other Business / next meeting arrangements

The next PC meeting will be held in Budbrooke Community Centre at 8.00 pm on Wed 1 June 22.

The meeting closed at 8.30 pm.