

**BUDBROOKE PARISH COUNCIL  
MINUTES OF the AGM MEETING  
Wednesday 8 May 2024 at 20h00 that followed the  
APM  
in the Budbrooke Community Centre**

**Present:** Cllr Mike Dutton (Chair), Cllrs: Andy Thomas, Rhonda Treacy-Hales, Maggie Treacy-Hales, Michelle Nutt, Ian McCloskey, and 8 members of the public

**Apologies:** Cllrs: Jan Matecki (WCC & WDC), Peter Phillips (WDC)

**Abbreviations:** Please see below under final Item

*These are unconfirmed minutes. Confirmed minutes are available on the website shortly after approval at the next AGM.*

**1. Elections Chairman, Vice Chairman & Council representatives on other bodies**

- 1.1 Chairman - Cllr Dutton – proposed by Cllr Thomas, seconded by Cllr R Treacy-Hales
- 1.2 Vice Chairman – Cllr Thomas – proposed by Cllr M Treacy-Hales, seconded by Cllr R Treacy-Hales
- 1.3 Budbrooke Community Centre Committee – Cllr R Treacy-Hales
- 1.4 Budbrooke Village Hall Committee – Cllr M Treacy-Hales
- 1.5 Budbrooke Charities – Cllrs Dutton and Thomas
- 1.6 Emergency Planning Group – Cllr McCloskey
- 1.7 Policies and Procedures Group – it was agreed that this was a collective responsibility of all Councillors when considering policies.

**2. Policies & Procedures review dates**

The following reviews were agreed – **Clerk to action**

- 2.1 Standing Orders and Financial Regulations – July / August
- 2.2 Complaints Policy – September
- 2.3 Requests under Freedom of Information Act and Data Protection Act – October
- 2.4 Records Management Policy including document retention Schedule – November
- 2.5 It was noted that the Council's policy is to follow advice from WALC or the relevant organisation, e.g. Information Commissioner's Office
- 2.6 It was noted that where no review is scheduled, the council reviews a policy as and when new advice or a new model policy is issued by NALC, WALC or as advised by the Clerk. The PC have adopted the National Code of Conduct.

**3. Annual Reports 2023 - 2024**

The Chair thanked all for their reports that would be published in the next monthly Parish Newsletter

- 3.1 Chair
- 3.2 District Councillors

3.3 Community Centre

3.4 Village Hall

3.5 Budbrooke Charities

**Abbreviations:** BCA – Budbrooke Community Association / 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 / 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