



Draft Minutes of the Newton and Biggin PC (PC) Annual General Meeting (AGM) held on Thursday 27 May 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/05/0241	PC Chair - The Clerk invited nominations for Chair. Ian Davis was nominated by Councillor Rick Crane, seconded by Councillor Frank Preston, a vote was taken and this motion was unanimously carried. Therefore, Councillor Ian Davis has been agreed as Chair of the PC for the coming year. Ian Davis signed the Declaration of Acceptance of Office for Parish and Town Councillors before the Clerk who also signed and dated the document. This is retained by the Clerk.	ADo
2	NPC21/05/0242	Co-option - The Chair described the Councillor co-option process and it was noted that Robert (Bob) Threadgold had applied, his application was circulated to Councillors and it was unanimously agreed that Bob be co-opted into the post of Parish Councillor for three years. The Chair and existing Councillors welcomed Bob onto the PC. The Clerk would prepare a welcome pack for Bob as there were a number of key documents to bring to his attention.	ADo
3	NPC21/05/0243	Vice Chair - The Chair invited nominations for Vice Chair. Rick Crane was nominated by Ian Davis and seconded by Bob Threadgold; a vote was taken and this motion was unanimously carried. Therefore, Rick Crane has been agreed as Vice Chair of the PC for the coming year.	
4	NPC21/05/0244	Attendance - Councillors - Ian Davis (ID) Chair, Rick Crane (RC), Anne Davis (ADa), Frank Preston (FP), Bob Threadgold, Rugby Borough Councillor (RBC) Eve Hassell (EH) and Allyson Downes (ADo) (Clerk). Members of the Public - there were four members of the public present.	
5	NPC21/05/0245	Apologies - County Councillor Adrian Warwick (AW) who was attending a formal RBC meeting.	
6	NPC21/05/0246	Introduction to the Annual Meetings - Ian Davis introduced the evenings three meetings and these were noted as the annual AGM, the routine PC Meeting and the annual Assembly, he also welcomed participants and attendees.	

7	NPC21/05/0247	Ian Davis welcomed Eve Hassell the PC's newly elected Rugby Borough Councillor and Eve described her interest in rural wards, her commitment to represent residents and the PC.	
8	NPC21/05/0248	Declarations of Interest in items on the agenda - None.	
9	NPC21/05/0249	Suspension of Standing Orders - there were no issues raised by the public in attendance and as such, the Standing Orders were reinstated.	
10	NPC21/05/0250	The minutes of the AGM held on 23 May 2019 were agreed as a correct record (there was no meeting in 2020 due to Coronavirus lockdown). These were signed by the Chair.	
11	NPC21/05/0251	All Councillors signed their Declaration of Acceptance of Office and their Declaration of Members Financial Interest forms, a copy of which will be retained by the Clerk, the originals to be sent to RBC.	ADo
12	NPC21/05/0252	The dates for the forthcoming meetings were agreed. These would be uploaded to the website and the Village Hall Booking Clerk informed.	ADo
13	NPC21/05/0253	Representatives to the following outside bodies was agreed: Warwickshire Association of Local Councils (WALC) Area Committee - Ian Davis The Join Burial Committee - Frank Preston and Bob Threadgold Elkington, Cockerill and Sherrier Charity - Anne Davis The Village Hall Committee - Frank Preston and Rick Crane Townend Gardens Association (allotments) - Rick Crane Formal ownership of the allotments was queried and the Clerk would check this.	ADo
14	NPC21/05/0254	Review of the Terms of Reference (TOR) of the Village Hall Committee - It was acknowledged that the Village Hall Committee was established and well managed, however the TOR would be assessed in due course and aligned to the PC's business calendar and principles.	ID
15	NPC21/05/0255	New Model Code of Conduct - It was noted that the Code had been approved by the Local Government Association, previously circulated to Councillors and agreed in principle whilst awaiting adoption by RBC.	
16	NPC21/05/0256	End of Year Finances - The following end of year statement was noted and approved. The Bank Statement had been reconciled and the Chair had checked and signed this. The PC Asset Register had been amended to include the telephone box and this was agreed and consequently included in the Insurance Policy.	

REPORT 1 NEWTON AND BIGGIN YEAR END FINANCIAL REPORT YEAR END MARCH 2021

Budget for 2020/21		Spend against budget 2020/21	Spend not budgeted	Variance from budget	Total spend
Petty cash	200				200
Election	500				500
SLCC sub	76		25		51
Salary and tax	3200	3879.46		-679.46	
Payroll costs	50	50			
WALC subs	260	280		-20	
Public Liability insurance	450	448.11		1.89	
Internal audit	50	50			
External audit	280	200		80	
Eon	500	478.51		21.49	
Burial committee	750				750
IT Dev	200	450		-250	
Information Commissioner	40	40			
Training	200	15		185	
Misc celebrations	200	95		105	
Copy shop	650	177.13		472.87	
Honorarium	1000	1066.63		-66.63	
5 Arches	3000	2498.81		501.19	
Misc legal	500	137.83		362.17	
Plusnet VH Internet	360	126		234	
Picnic site bench	1350				1350
VH porch and pointing	2000				2000
Street lights	2184				2184
	18000	10017.48	8062.45	7982.52	18079.93
Spend not budgeted					
VAT	1510.18				
Graffiti removal	18.52				
Elm delivery	50				
VH (curtains, flooring etc)	3495.21				

Computer repair	245
Scribe	205.6
Zoom	119.9
Surveyor	350
Street furniture	1731
Covid signage	37.73
Defib	215
Printer costs	84.31

8062.45

REPORT 2 NEWTON AND BIGGIN YEAR END SUMMARY I & E YEAR END MARCH 2021

INCOME	Precept	18,000.00
	Grant	4680
	VHC Floor	2348.11
	VAT	3043.87
	VHC Tiles	100.99
	C Grant	225
	Adjust	50.00
		28,447.97
B'fwd 2019/20		15,884.81
Expenditure		-18079.93
Balance		26,252.85

Bank Statement 31/03/21

17 The meeting closed at 18.54 pm. The date of the next AGM will be in May 2022. Details are yet to be agreed.