



## Minutes of the Newton and Biggin Annual Parish Council (PC) Meeting (Also known as the AGM) held on Thursday 16 May 2024 at 7.15pm

| Ref | Minute        | Record and Resolution   | Action by |
|-----|---------------|---|-----------|
| 1   | NPC24/05/0069 | <b>Election of Chair</b> – The current Chair, Ian Davis, invited nominations for Chair for the next year. Cllr Ian Davis was proposed by Cllr Andy Newnham, seconded by Cllr Rick Crane, and unanimously agreed. Therefore, Cllr Ian Davis has been elected as Chair of the PC for the coming year.   |           |
| 2   | NPC24/05/0070 | <b>Chair's Declaration of Acceptance of Office</b> – Cllr 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.  | RB        |
| 3   | NPC24/05/0071 | <b>Election of Vice Chair</b> – The Chair invited nominations for Vice Chair. Cllr Rick Crane was proposed by Cllr Andy Newnham, seconded by Cllr Anne Davis, and unanimously agreed. Therefore, Cllr Rick Crane has been elected as Vice Chair of the PC for the coming year.  |           |
| 4   | NPC24/05/0072 | <b>Declaration of Acceptance of Office from all members, following the election</b> - Cllrs Ian Davis, Rick Crane, Anne Davis & Andy Newnham all signed the Declaration of Acceptance of Office for Parish and Town Councillors before the Clerk who also signed and dated the documents. These are retained by the Clerk.<br>As Cllr Bob Threadgold was not present, the PC resolved to receive his Declaration of Acceptance of Office at the next meeting. The Clerk will add as agenda item for June meeting. | RB<br>RB  |
| 5   | NPC24/05/0073 | <b>Record of members present</b> - Councillors - Ian Davis (ID) Chair, Rick Crane (RC), Anne Davis (AD), Andy Newnham (AN). Rugby Borough Councillor (RBC) Eve Hassell (EH), Rebecca Barry (RB) - Clerk<br><b>Members of the Public</b> - there were three members of the public present.   |           |
| 6   | NPC24/05/0074 | <b>Apologies and acceptance of reasons for absence</b> – Cllr Bob Threadgold due to a family emergency - ACCEPTED<br>Warwickshire County Councillor (WCC) Adrian Warwick (AW)   |           |
| 7   | NPC24/05/0075 | <b>Declaration of Interest on items on the agenda</b> - There were no Declarations of Interest expressed relating to any items on the agenda.   |           |

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| <b>8</b>          | NPC24/05/0076 | <b>Receive Pecuniary Declaration of Interests forms from members, following the election</b> – All Cllrs have completed the forms and submitted them to the Clerk who will scan copies and then deliver to the Town Hall before the 30 <sup>th</sup> May deadline.   | <b>RB</b> |
| <b>9 &amp; 10</b> | NPC24/05/0077 | <b>Suspension of Standing Orders</b> – As there were no issues raised by the public in attendance, the Standing Orders were reinstated.  |           |
| <b>11</b>         | NPC24/05/0078 | <b>Adoption of Standing Orders</b> – The PC resolved to APPROVE the adoption of the Standing Orders that had already been circulated to Cllrs in advance of the meeting.   |           |
| <b>12</b>         | NPC24/05/0079 | <b>Adoption of Financial Procedures</b> – The PC resolved to APPROVE the adoption of the Financial Procedures that had already been circulated to Cllrs in advance of the meeting (including appendix with approved regular payments for budgeted items).  |           |
| <b>13</b>         | NPC24/05/0080 | <b>Adoption of Code of Conduct</b> – The PC resolved to APPROVE the adoption of the Code of Conduct that had already been circulated to Cllrs in advance of the meeting.   |           |
| <b>14</b>         | NPC24/05/0081 | <b>Adoption of the following policies, which had all been circulated to Cllrs in advance of the meeting:</b><br>I. <b>Complaints</b> - APPROVED<br>II. <b>Data Protection</b> - APPROVED<br>III. <b>Equality and Diversity</b> - APPROVED<br>IV. <b>Financial Reserves</b> - APPROVED<br>V. <b>Health and Safety</b> - APPROVED<br>VI. <b>Safeguarding</b> - APPROVED<br>VII. <b>Social Media</b> - APPROVED<br>VIII. <b>Transparency Code</b> – APPROVED<br>The Clerk will ensure all approved policies are filed and uploaded to the PC website. | <b>RB</b> |
| <b>15</b>         | NPC24/05/0082 | <b>Confirmation of the following banking arrangements, all circulated to Cllrs in advance of the meeting:</b><br>I. The use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method – APPROVED<br>II. List of standing orders / direct debit instructions – APPROVED<br>III. Authorised signatories – APPROVED<br>IV. Online payment approval controls - APPROVED  |           |
| <b>16</b>         | NPC24/05/0083 | <b>Appoint areas of responsibility</b> - Representatives were agreed as follows:<br>I. Finances – Cllr Rick Crane<br>II. Health and Safety – Cllr Bob Threadgold<br>III. Data Protection – Cllr Andy Newnham   |           |

|           |               |  |  |
|-----------|---------------|--|--|
|           |               | <p>IV. Equality &amp; Diversity – Cllr Rick Crane</p> <p>V. Safeguarding – Cllr Anne Davis</p> <p>VI. Transparency / Internal Controls – Cllr Ian Davis</p>  |  |
| <b>17</b> | NPC24/05/0084 | <p><b>Appoint representatives to outside bodies</b> – agreed as follows:</p> <p>I. Warwickshire and West Midlands Association of Local Councils (WALC) – Chair Cllr Ian Davis</p> <p>II. The Burial Committee – Cllrs Rick Crane and Andy Newnham</p> <p>III. Elkington, Cockerill and Sherrier Charity – Cllr Anne Davis</p> <p>IV. The Village Hall Committee – Cllrs Bob Threadgold and Ian Davis</p> <p>V. Townland Gardens Association (allotments) – Cllr Rick Crane</p> |  |
| <b>18</b> | NPC24/05/0085 | <p><b>To note that Ian Davis, Chair, is on the WALC Board of Directors</b> – (For information only) The Chair explained that he is a WALC Board Director and is also Chair of the Rugby Area Meeting. This was noted by Cllrs.</p>   |  |
| <b>19</b> | NPC24/05/0086 | <p><b>Statement of Finances on 31 March 2024</b> - The following Statement of Accounts was reviewed and APPROVED:</p>  |  |

**Newton and Biggin Parish Council  
STATEMENT OF ACCOUNTS**

|                                 | RECEIPTS  | PAYMENTS |
|---------------------------------|-----------|----------|
| Opening Balance                 |           |          |
| Balance at Bank                 | 21,959.37 |          |
| Cash in Hand                    |           |          |
| Petty cash                      |           |          |
| Election Costs                  |           |          |
| SLCC Subscription               |           |          |
| Salary                          |           | 6,386.24 |
| Payroll Provider Costs          |           | 100.00   |
| WALC Subscription               |           | 395.00   |
| Insurance                       |           | 494.71   |
| Internal Audit                  |           | 345.00   |
| External Audit                  |           | 210.00   |
| Street Lighting                 |           | 801.02   |
| Burial Committee                |           |          |
| IT Software - Website & Server  |           | 300.00   |
| Information Commissioner        |           | 35.00    |
| Training                        |           | 234.00   |
| Other celebrations              |           | 40.00    |
| Copying                         |           |          |
| Honorarium                      |           | 1,638.00 |
| Five Arches General Maintenance |           | 2,419.54 |
| Miscellaneous Legal Costs       |           |          |
| Village Hall Internet Charges   |           | 216.00   |
| Picnic Site Benches             |           |          |
| Village Hall Porch & Pointing   |           |          |
| Street Lighting - Rolling Prog  |           |          |
| HMRC Tax                        |           | 1,530.20 |
| Village Hall Committee          |           |          |
| Miscellaneous Purchases         |           |          |
| Village Hall Refurbishment      | 123.00    | 123.09   |
| Defibrillator Consumables       |           | 67.00    |
| Zoom Annual Cost                |           |          |
| Precept                         | 21,250.00 |          |
| RBC Grants                      |           |          |
| VAT Refund                      |           |          |
| IT Hardware & Software Subs     |           | 133.32   |
| Ellis Gardens Open Space        |           |          |
| Five Arches Path Steps Repair   |           |          |
| Five Arches Info Board & Art    |           |          |
| Village Benches Repair          |           |          |
| Village Planter & Pots          |           | 117.08   |
| Grasscutting                    |           |          |

**Newton and Biggin Parish Council  
STATEMENT OF ACCOUNTS**

|   | RECEIPTS         | PAYMENTS         |
|---|------------------|------------------|
| <b>WCC Grants</b>                           |                  |                  |
| Miscellaneous Income                        |                  |                  |
| Christmas Celebrations                      | 180.00           | 268.25           |
| Stationary                                  |                  | 28.69            |
| Printer Consumables                         |                  | 259.55           |
| Scribe Annual Cost                          |                  | 345.60           |
| Village Hall Sign                           | 265.00           | 265.00           |
| <b>Village Hall Committee Contributions</b> |                  |                  |
| <b>Future Enhancements to Open Spaces</b>   |                  |                  |
| <b>Platinum Jubilee - Newton</b>            |                  |                  |
| Platinum Jubilee - Etched Glass             |                  | 1,700.00         |
| Coton Community Fund                        |                  | 894.97           |
| General Contingency Fund                    |                  |                  |
| Roll of Honour Refurb                       |                  | 93.15            |
| Warm Hub                                    |                  |                  |
| Coton Noticeboard                           |                  | 1,106.52         |
| Coronation                                  |                  |                  |
| Neighbourhood Plan                          | 10,000.00        | 10,000.00        |
| Phonebox Refurb                             | 235.00           |                  |
| VAT   | 1,615.89         | 2,527.75         |
|   | <b>33,668.98</b> | <b>33,074.68</b> |
| <b>Closing Balances:</b>                    |                  |                  |
| Balances in Bank Account                    |                  | 22,553.67        |
| Cash in Hand                                |                  |                  |
| <b>TOTAL</b>                                | <b>55,628.35</b> | <b>55,628.35</b> |

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed   
Responsible Financial Officer

Date 15/05/24

No questions were asked about the Statement of Finances.

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| 20 | NPC24/05/0087 | The meeting closed at 7.22pm. The date of the next AGM will be in May 2025. Exact date to be confirmed. |
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