



Minutes of the Newton and Biggin Annual Parish Council (PC) Meeting (Also known as the AGM) held on Thursday 29 May 2025 at 7.15pm


Ref	Minute	Record and Resolution	Action by
1	NPC25/05/0084	Election of Chair – The current Chair, Ian Davis, invited nominations for Chair for the next year. Cllr Ian Davis proposed himself, seconded by Cllr Rick Crane, and this was unanimously approved. Therefore, Cllr Ian Davis has been elected as Chair of the PC for the coming year.	
2	NPC25/05/0085	Chair's Declaration of Acceptance of Office – 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	NPC25/05/0086	Election of Vice Chair – The Chair invited nominations for Vice Chair. Cllr Rick Crane was proposed by Cllr Ian Davis, seconded by Cllr Bob Threadgold, and this was unanimously approved. Therefore, Cllr Rick Crane has been elected as Vice Chair of the PC for the coming year.	
4	NPC25/05/0087	Record of members present - Councillors - Ian Davis (ID) Chair, Rick Crane (RC), Anne Davis (AD), Bob Threadgold (BT). Warwickshire County Councillor (WCC) Adrian Warwick (AW), Rugby Borough Councillor (RBC) Eve Hassell (EH), Rebecca Barry (RB) - Clerk Members of the Public - there were four members of the public present.	
5	NPC25/05/0088	Apologies and acceptance of reasons for absence – Cllr Andy Newnham due to other commitments - ACCEPTED	
6	NPC25/05/0089	Register of Interests – Councillors were reminded of the need to update their register of interests if any new / additional information. No updates required.	
7	NPC25/05/0090	Declaration of Interest on items on the agenda - There were no Declarations of Interest expressed relating to any items on the agenda.	
8 & 9	NPC25/05/0091	Suspension of Standing Orders – As there were no issues raised by the public in attendance, the Standing Orders were reinstated.	

10	NPC25/05/0092	Adoption of Standing Orders – The PC resolved to APPROVE the adoption of the Standing Orders that had already been circulated to Cllrs in advance of the meeting. Changes were made to standing orders 14 & 18 as per NALC guidance.	
11	NPC25/05/0093	Adoption of Financial Regulations – The PC resolved to APPROVE the adoption of the Financial Regulations that had already been circulated to Cllrs in advance of the meeting.	
12	NPC25/05/0094	Adoption of Code of Conduct – The PC resolved to APPROVE the adoption of the Code of Conduct that had already been circulated to Cllrs in advance of the meeting.	
13	NPC25/05/0095	Adoption of Scheme of Delegation – The PC resolved to APPROVE the Scheme of Delegation that had already been circulated to Cllrs in advance of the meeting.	
14	NPC25/05/0096	Adoption of the following policies, which had all been circulated to Cllrs in advance of the meeting: <ul style="list-style-type: none"> I. Complaints - APPROVED II. Data Protection – APPROVED (Cllr lead – Andy Newnham) III. Equality and Diversity – APPROVED (Cllr lead – Rick Crane) IV. Financial Reserves - APPROVED V. Health and Safety – APPROVED (Cllr lead – Bob Threadgold) VI. Safeguarding – APPROVED (Cllr lead - Anne Davis, deputy – Rick Crane) VII. Social Media - APPROVED VIII. Transparency Code – APPROVED (Cllr lead – Ian Davis) <p>The Clerk will ensure all approved policies are filed and uploaded to the PC website.</p>	RB
15	NPC25/05/0097	Confirmation of the following banking arrangements, all circulated to Cllrs in advance of the meeting: <ul style="list-style-type: none"> 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 II. The use of a debit card by the Clerk for ad hoc expenditure and subscriptions - APPROVED III. List of standing orders / direct debit instructions – APPROVED IV. Authorised signatories – APPROVED V. Online payment approval controls – APPROVED VI. Approval to make regular payments – APPROVED 	
16	NPC25/05/0098	Appoint areas of responsibility - Representatives were agreed as follows: <ul style="list-style-type: none"> I. Finances – Cllr Rick Crane II. Health and Safety – Cllr Bob Threadgold III. Data Protection – Cllr Andy Newnham IV. Equality & Diversity – Cllr Rick Crane V. Safeguarding – Cllr Anne Davis 	

		VI. Transparency / Internal Controls – Cllr Ian Davis	
17	NPC25/05/0099	Appoint representatives to outside bodies – agreed as follows: <ul style="list-style-type: none"> I. Warwickshire and West Midlands Association of Local Councils (WALC) – Chair Cllr Ian Davis II. The Burial Committee – Cllrs Rick Crane and Andy Newnham III. Elkington, Cockerill and Sherrier Charity – Cllr Anne Davis IV. The Village Hall Committee – Cllrs Bob Threadgold and Ian Davis V. Townland Gardens Association (allotments) – Cllr Rick Crane 	
18	NPC25/05/0100	To note that Ian Davis, Chair, is on the WALC Board of Directors – (For information only) The Chair explained that he is a WALC Board Director and is also Chair of the Rugby Area Meeting. He also added that he was a member of the NALC Assembly and Policy Committee. This was noted by Cllrs.	
19	NPC25/05/0101	Statement of Finances on 31 March 2025 - The following Statement of Accounts was reviewed and APPROVED:	

Newton and Biggin Parish Council
STATEMENT OF ACCOUNTS

		RECEIPTS	PAYMENTS
Balance at Bank		22,553.67	
SLCC Subscription			154.00
Salary			7,280.87
Payroll Provider Costs			100.00
WALC Subscription			417.00
Insurance			505.95
Internal Audit			360.00
External Audit			210.00
Street Lighting			889.87
IT Software - Website & Server			330.00
Information Commissioner			35.00
Training			120.00
Other celebrations			494.75
Honorarium			1,686.83
Five Arches General Maintenance			2,417.71
Village Hall Internet Charges	265.93		252.58
HMRC Tax			1,742.20
Village Hall Refurbishment	191.57		197.56
Defibrillator Consumables			88.99
Precept	27,240.00		
IT Hardware & Software Subs			133.32
Village Planter & Pots			142.08
Christmas Celebrations			231.10
Stationary			173.14
Printer Consumables			257.49
Scribe Annual Cost			345.60
Coton Community Fund			1,392.20
General Contingency Fund			1,054.25
Warm Hub			294.36
Neighbourhood Plan - Grant	8,000.00		8,000.00
Phonebox Refurb			466.03
Defib Coton			1,220.00
Street Lighting Maint Contract			96.00
Christmas Lights			79.99
Neighbourhood Plan - Budgeted			140.15
VAT	3,195.81		2,198.86
		38,893.31	33,507.88
Closing Balances:			
Balances in Bank Account			27,939.10

		<div>Page 2</div> <div>27 May 2025 (2024-2025)</div> <div>Newton and Biggin Parish Council</div> <div>STATEMENT OF ACCOUNTS</div> <table><tr><th></th><th>RECEIPTS</th><th>PAYMENTS</th></tr><tr><td>TOTAL</td><td>61,446.98</td><td>61,446.98</td></tr></table> <div>The above statement represents fairly the financial position of the council as at 31 Mar 2025</div> <div>Signed  Responsible Finance Officer</div> <div>Date 27th May 2025</div> <div>No questions were asked about the Statement of Finances.</div>		RECEIPTS	PAYMENTS	TOTAL	61,446.98	61,446.98	
	RECEIPTS	PAYMENTS							
TOTAL	61,446.98	61,446.98							
20	NPC25/05/0102	The meeting closed at 7.25pm. The date of the next Annual Meeting of the Parish Council (AGM) will be held in May 2026. Exact date is to be confirmed.							