



**MINUTES OF ANNUAL PARISH COUNCIL for 2024-25**

**HELD ON MONDAY 19<sup>th</sup> May 2025**

**LOCATION: Leeming Village Hall**

**Parish Councillors:** Cllr Capel (Vice-Chair); Cllr Bowes; Cllr Temple; Cllr Robinson;  
**County Councillors:** Cllr John Weighell  
**Apologies:** Cllr Curry (Chair); Cllr Stead  
**Others Present:** Sue Nicholson (Clerk) ; 8 residents

<b>Item Ref</b>	<b>Detail</b>
<b>2024-25</b>	
1)	<p><b>Election of Chair</b></p> <p>The meeting was opened by the Vice-Chair who stated that Cllr Curry, who was present due to personal reasons, had indicated she would put herself forward to act as Chair. There were no other nominations. The nomination was accepted.</p> <p>Nominated by Kirsty Temple Seconded by Olive Robinson <b>Agreed unanimously</b></p>
2)	<p><b>Election of Vice Chair</b></p> <p>Cllr Angie Bowes nominated Claire Capel as Vice-Chair Nomination accepted. Seconded by Cllr Olive Robinson <b>Agreed unanimously</b></p>
3)	<p><b>Declaration of Office</b></p> <ol style="list-style-type: none"><li>1. Signatures of declarations of Office by Chair will be completed when the Chair is able to sign the documents.</li><li>2. No other declaration of Interest declared</li></ol> <p style="text-align: right;"><b>Action: Clerk to organise.</b></p>
4)	<p><b>Consider and discuss the Minutes from 2023-24</b></p> <ol style="list-style-type: none"><li>1. Minutes Annual Parish Council 20<sup>th</sup> May 2024 Proposed as accepted Cllr Bowes Seconded by Cllr Robinson Unanimously agreed by all councillors present. <b>RESOLVED</b></li></ol>
5)	<p><b>Approval of Policies / Regulations</b></p> <ol style="list-style-type: none"><li>1. <u>Governance and Annual Accounts</u><ol style="list-style-type: none"><li>1. Agreement of 2024-25 Accounts and Public Notice dates had been agreed at the April 2025 meeting with no amendments being required.</li></ol></li></ol>

2. A new Internal auditor was agreed due to the illness of Alan Gardner. The clerk confirmed that Many Accountants, Bedale would act as our Internal Auditor. The cost had been submitted at £124.00 and Councillors agreed to these terms.
3. Councillors are aware of the External Auditor being PJK Littlejohn appointed by Central Government.

2. Risk Assessment:  
**Previously Agreed**

3. To Review Policies

To Review dates for the following Statutory Recommended Policies as required including:

- Standing Orders
- Financial Regulations / Accounts
- Code of Conduct
- Publication Policy
- GDPR
- FAO Policy
- Complaints Policy
- Transparency Code
- Website Accessibility Access
- Schedule of Fees and charges
- Local Grant
- Employment policy / Pens
- Health Safety Policy
- Privacy
- Disciplinary and grievance policy

Councillors agreed to renew policies as required.

**Agreed**

**6) Insurance Company**

The clerk stated that she had looked and requested various price for insurance with the following outcome:

1. Clear Insurance quoted £821.70
2. Zurich quoted £599.00
3. Gallagher quoted £700

The councillors discussed the options and agreed to change to Zurich Insurance.

**Agreed unanimously**

Meeting Closed at 7.30pm

**Signed by Chair:** .....

**Dated:**.....

