

Awre Parish Council & Burial Authority

Minutes of the Annual Parish Council Meeting held on 20th May, 2024
at Awre Village Hall at 6.30 p.m.

PRESENT: Cllrs. Cotton (Chairman), Bullock, Fellows, Greening, Johnson, Scott & Trimble.

IN ATTENDANCE: The Clerk.

1. ELECTION OF CHAIRMAN

Cllr. Cotton was nominated by Cllr. Fellows, seconded by Cllr. Scott and appointed as Chairman.

2. APOLOGIES

An apology for absence received from Cllr. Hoyland was accepted.

3. ELECTION OF VICE-CHAIRMAN

Cllr. Fellows was nominated by Cllr. Bullock, seconded by Cllr. Scotton and appointed as Vice-Chairman.

4. DECLARATIONS OF INTEREST

None declared.

5. DISPENSATION REQUESTS

None received.

6. APPOINTMENT OF LEAD COUNCILLORS FOR 2024/25

Lead Councillor roles were allocated as follows:

- 6.1 Highways & Parish Council – Cllrs. Bullock and Hoyland
- 6.2 Footpaths/Public Rights of Way (PROW) – Cllr. Fellows
- 6.3 Cemetery & Grass Cutting – Cllrs. Johnson and Greening
- 6.4 Assets, Amenities & Maintenance – Cllrs. Fellows and Scott
- 6.5 Snow Warden & Flooding – Cllr. Scott
- 6.6 Emergency Plan – Cllr. Cotton

In addition to the above roles, Cllrs. Cotton and Greening agreed to carry out the quarterly financial checks throughout the year.

7. REPRESENTATIVE ON BLAKENEY SCHOOL GOVERNORS

Cllr. Cotton said that although he is an approved Local Authority Governor he currently does not sit on the Blakeney Federation School Governing Group. He planned to discuss matters with the School Governors later in the year.

8. REVIEW OF INSURANCE COVER FOR 2024/25

The insurance policy with Zurich was reviewed and noted that the cemetery lychgate replacement value should be increased from £30,000 to £40,000. It was also mentioned that there were a number of walls that were the responsibility of the

Council and that these should be insured in case of future damage. The insurance cover for 2024/25 **was approved** subject to clarification regarding the lychgate and the walls.

9. REVIEW OF ASSET REGISTER

The Asset Register was reviewed and accepted subject to the increase in the insurance value of the lychgate.

10. REVIEW OF RISK ASSESSMENT

The Risk Assessment was reviewed and accepted as a working document.

11. REVIEW OF PARISH COUNCIL KEY DOCUMENTS

11.1 Standing Orders – updated May 2022.

11.2 Financial Regulations – updated regulations issued for 2024. To be amended and brought to June meeting.

11.3 Code of Conduct – no change (September 2012).

11.4 Handling of Complaints Guidelines – LTN 9E – October 2022 updates the advice and outlines the steps in a complaint handling procedure recommended for local councils; a policy is required to published, therefore action required.

11.5 Freedom of Information Policy – no change (April 2021)

11.6 Grievance/Disciplinary Policy/Procedure – no change (December 2019)

11.7 Openness and Transparency Guidelines – no change (December 2014).

11.8 Training Statement of Intent – no change.

It was noted that the majority of the above Key Documents remained unchanged and as such were accepted with the exception of 11.2 (to be amended) and 11.4 (policy document required).

Meeting closed at 6.57 p.m.