

Awre Parish Council & Burial Authority

Minutes of the Annual Parish Council Meeting held on 19th May, 2025
at Awre Village Hall at 6.30 p.m.

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

IN ATTENDANCE: The Clerk.

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

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

3. ELECTION OF VICE-CHAIRMAN

Cllr. Fellows was nominated by Cllr. Cotton, seconded by Cllr. Greening and appointed as Vice-Chairman.

4. DECLARATIONS OF INTEREST

None declared.

5. DISPENSATION REQUESTS

None received.

6. APPOINTMENT OF LEAD COUNCILLORS FOR 2025/26

Lead Councillor roles were allocated as follows:

- 6.1 Highways & Parish Council – Cllrs. Bullock and Hoyland
- 6.2 Planning – Cllr. Fellows
- 6.3 Footpaths/Public Rights of Way (PROW) – Cllr. Fellows
- 6.4 Cemetery & Grass Cutting – Cllrs. Johnson and Greening
- 6.5 Assets, Amenities & Maintenance – Cllrs. Fellows and Scott
- 6.6 Snow Warden - Cllr. Scott & Flooding - Cllr. Smith
- 6.7 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 reported that he had spoken to the Executive Head, and she was happy for him to be a point of contact between the school and Council.

8. REVIEW OF INSURANCE COVER FOR 2025/26

The insurance policy with Zurich was reviewed and the insurance cover for 2025/2026 **was approved**. The Clerk reported that she had asked whether the addition of the cycle shelter would result in an increase in premium. Response awaited.

9. REVIEW OF ASSET REGISTER – 2025/26

The Asset Register was reviewed and accepted. Cycle shelter to be added once installed.

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 – the updated document was adopted.

11.2 Financial Regulations – the updated document was adopted.

11.3 Code of Conduct – the updated document was adopted.

11.4 Complaints procedure – adopted 16/09/2024 – noted.

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

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

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

11.8 Training Statement of Intent – no change – noted.

Meeting closed at 6.45 p.m.