



# Latimer & Ley Hill Annual Parish Council Meeting | MINUTES

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16 May 2024 | 6.45pm | St Mary Magdalene Church, Latimer

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery (JD), Cllr Chris Gregory (CG), Cllr Rae Bramwell (RB), Cllr Emily King (EK) and Claire Leek (Parish Clerk)

## AGENDA TOPICS

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### | Agenda topic 1 | Election of Chairman

Cllr Chris Gregory proposed re-election of Cllr Anne Birkett as Chairman for the coming year. This was seconded by Cllr Rae Bramwell and supported by all councillors. Cllr Anne Birkett is happy to accept the position of chairman.

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### | Agenda topic 2 | Apologies for Absence

Cllr Chris Harris, Cllr Steve Thorp

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### | Agenda topic 3 | Election of Vice Chairman

Cllr Anne Birkett proposed re-election of Cllr John Drewery as Vice-Chairman for the coming year. This was seconded by Cllr Chris Gregory and supported by all councillors.

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### | Agenda topic 4 | Review Members Interests

None of the Councillors had any additional interests to declare, but Cllr Rae Bramwell needs to make some amendments. Clerk to confirm interests with Monitoring Officer at Buckinghamshire Council.

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### | Agenda topic 5 | Agree Sub-Committee Groups

- a. **Burial Ground Sub-Committee** – for the next this year this will be Cllr Rae Bramwell, Cllr Anne Birkett, Claire Leek (Clerk) and Cllr Chris Harris.
- b. **Finance Sub-Committee** – for the next year this will be Cllr John Drewery, Cllr Chris Harris, Emily King and Claire Leek (RFO)
- c. **Speeding (working group)** – for the next year the speeding working group will be led by Jerry Harbourne and Cllr Steve Thorp will represent the parish council and feedback.

No other groups needed as this time but if the need arises over the year, this will be addressed at a parish council meeting.

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**| Agenda topic 6 | Banking Signatories**

CLlr Anne Birkett, CLlr Steve Thorp and Claire Leek (RFO) will remain as signatories.

Approved by AB. Seconded by CG.

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**| Agenda topic 7 | Asset Register Review**

The parish council reviewed the asset register and agreed to add the new oak bench which was installed this year, and remove the laptop issues to the previous burial ground administrator, which is no longer functional. There is nothing further to remove or add following this review.

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**| Agenda topic 8 | Review of Financial Risk Assessment**

Reviewed. Clerk to make amendment explaining that to mitigate the risk of inadequate precept, the PC keeps a year's expenditure in reserves.

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**| Agenda topic 9 | Review of Financial Risk Management Register**

Reviewed. No changes required.

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**| Agenda topic 10 | Insurance Policy Renewal**

Reviewed. No changes required. Agreed for renewal. Clerk to action.

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**Meeting Closed at | 7.10pm |**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council

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