Latimer & Ley Hill Annual Parish Council Meeting |MINUTES

14 May 2025| 6.45pm | St Mary Magdalene Church, Latimer

ATTENDEES

Cllr Anne Birkett (AB), Cllr Chris Gregory (CG), Cllr Mark Anderson (MA), Cllr Steve Thorp (ST), and Claire Leek (Parish Clerk)

AGENDA TOPICS

| 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 Steve Thorp and supported by all councillors. Cllr Anne Birkett is happy to accept the position of chairman and signed the acceptance of office declaration.

| Agenda topic 2 | Apologies for Absence

Cllr John Drewery (JD), Cllr Gareth Greig

| 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.

| Agenda topic 4 | Review Members Interests

Following election last year, all Councillors completed a new declaration of interests form. No change has been recorded for the coming year.

| Agenda topic 5 | Agree Sub-Committee Groups

a. **Finance Sub-Committee** – for the next year this will be Cllr John Drewery, Cllr Emily King and Claire Leek (RFO)
b. **Burial Ground Sub-Committee** – for the next this year this will be Cllr Steve Thorp, Cllr Anne Birkett, and Claire Leek (Clerk).

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

| 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.

| Agenda topic 7 | Asset Register Review

The parish council reviewed the asset register and agreed to a couple of amendments. The asset register was agreed and will be sent to the auditors for external audit.

| Agenda topic 8 | Review of Financial Risk Assessment

Reviewed. No amendments required.

| Agenda topic 9 | Review of Financial Risk Management Register

Reviewed. No changes required.

Meeting Closed at | 7.10pm |

Signed: _____

Date: _____

Councillor Anne Birkett (Chairman)

Latimer and Ley Hill Parish Council