



Milborne St Andrew Parish Council

Minutes of the Annual General Meeting Held on Wednesday 07th May 2025

1. CONFIRMATION OF ELECTION OF CHAIRMAN

1.1 To elect Chairman

Cllr Macnair was proposed and duly elected Chair of the Milborne St Andrew Parish Council

1.2 To receive Chairman's Declaration of Acceptance of Office

This signed and ratified

2. CONFIRMATION OF ELECTION OF VICE CHAIRMAN

2.1 To elect Vice Chairman

Cllr Greening was proposed and duly elected Vice Chair of the Milborne St Andrew Parish Council

2.2 To receive Vice Chairman's Declaration of Acceptance of Office

This signed and ratified

3. Appointment of Officers and brief holders

3.1 Rights of Way Officer

Cllr Macnair was appointed

3.2 Flood Liaison Officer

No appointment was made

3.3 Highways Officer

Cllr Macnair was appointed

3.4 Milborne St Andrew Village Hall Management Committee representative

Cllr Susan Poets was appointed

3.5 Neighbourhood Plan review representative

No appointment was made

3.6 Milborne St Andrew Sports Club representative

No appointment was made

3.7 Defibrillator representative

Mrs Jayne Williams was appointed

3.8 Tree Warden

Cllr Rob Greening was appointed

3.9 SID and speed watch coordinator

Mr Peter Chappell was appointed

3.10 Flag Master

Cllr Rob Greening was appointed

3.11 Internal auditor

Mr John Paul of JP consultants were appointed

4. Approval of regulations and documents

4.1 Standing Orders

Approved with no amendments

4.2 Code of conduct

Approved with no amendments

4.3 Financial regulations

Approved with the addition of online banking resolution from Full Council

4.4 Freedom of information requests

Approved with no amendments

4.5 General data protection regulation

Approved with no amendments

4.6 Complaints procedure

Approved with no amendments

4.7 Environment policy

Approved with no amendments

4.8 Social media policy

Approved with no amendments

4.9 Safeguarding policy

Approved with no amendments

4.10 Health and Safety policy

Approved with no amendments

4.11 Equality and Diversity policy

Approved with no amendments

4.12 Street Naming Policy

Approved with no amendments

4.13 Procurement Policy

Approved with no amendments

4.14 Annual Risk assessment

Approved with no amendments

4.15 To confirm the frequency and timings of Full Council meetings

Members agreed to meet on the first Wednesday of each month with the exception of April, August and December.

5. Finances and audit

5.1 To approve income and expenditure for financial year 24/25 subject to audit

Income and expenditure were approved as per the Accounting Statement

5.2 To approve the budget for financial year 24/25 subject to audit

Yearly budget monitoring was approved

5.3 To approve the reserves for financial year 24/25 subject to audit

Members approved the reserves held including general reserve of £ 8486.62

5.4 To approve the asset register as of 31st March 2025

Members approved the asset register which stood at £ 96339.61

5.5 To approve the insurance schedule for 25/26

This was approved with no amendments

5.6 Annual rent reviews

a. Sports Club

**The proposal to increase rent in line with inflation was rejected on a majority basis.
A second proposal to hold rent at £282 per year was approved**

b. Allotments

Rent was approved at peppercorn rent of £1 per year

c. Environment Agency monitor station on Causeway

It was agreed to increase in line with inflation

d. Grass Cutting income from Dorset Council

e. It was agreed to increase in line with inflation

5.7 To confirm certificate of exemption

This was approved as neither payments nor receipts exceeded £25000.00

5.8 To confirm the dates for notice of public rights to view unaudited accounts

It was confirmed that the dates were 03 June 25 until 14 July 25

5.9 To approve the Annual Governance and Accountability Return for 24/25 subject to audit to include Annual Governance Statement and Accounting Statements

This approved and signed by the Chair and Clerk

There being no further business, the meeting closed at 20:45 hours