**QUENINGTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF QUENINGTON PARISH COUNCIL HELD AT QUENINGTON VILLAGE HALL**

 **7.30pm on Thursday 8th May 2025**

**Present:** Cllr Michael Scott (Chair, Item 1), Cllr John Dooley, Cllr Janet Sallis (Chair, from Item 2), Cllr Mike Sayer, Cllr Logan Ryan, Cllr Jude Reynolds

**In attendance**: Rita Walsh (Clerk),

1. **Election of the Chair**

Cllr Sallis was proposed by Cllr Reynolds and seconded by Cllr Dooley and was duly elected as Chair

1. **Apologies for absence:** Cllr Sayer’s apologies were received and accepted.
2. **Election of Officers:**

**Vice Chairman:** Cllr Dooley was proposed by Cllr Sallis and seconded by Cllr Reynolds and was duly appointed as Vice Chair

1. **Declarations of Acceptance of Office:** Declarations of Acceptance of Office for the Chair and Vice Chair were signed by Cllr Sallis and Cllr Dooley respectively and witnessed by the Clerk.
2. **Register of Interest forms:** Councillors were reminded of their responsibility to regularly review their register of interests. If their interests had changed they were instructed to complete a revised Register of Interests form and return it to CDC.
3. **To review and confirm Council Policy Documents:**

The following policy documents were approved without amendment: Code of Conduct, and the Complaints Policy.

Amendments were proposed by the clerk to the following documents:

Standing Orders, Financial Regulations following recent updates to the model documents. The clerk proposed amendments to the following documents to reflect new operating procedures and activities; Risk Management Policy, Model Publication Scheme, Biodiversity Policy. These alterations were approved by the council.

The Council resolved to increase the maximum amount of a donation to £500.

The Clerk was instructed to make these amendments and publish the documents on the Parish Council website.

**ACTION: Clerk**

1. **To review Asset Register:**

The council resolved to approve the updated Asset Register with no further amendments.

1. **To review and agree the insurance renewal**

The council reviewed the insurance renewal documents, confirmed that it was satisfied by the level cover and resolved to renew the policy

**Action: Clerk**

There being no further business, the meeting closed at 7.50 pm

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