

**ACTON BRIDGE PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL
MINUTES**

Wednesday 14th May 2025 at 7 pm

At The Hazel Pear Acton Bridge

Present: Cllr David Charlton, (Chair) Cllr David Hall (DH)

Cllr Helen Broughton (HB), Cllr Olivier Van Laer (OVL), Cllr Charles Fifield (CF) Cllr Stephen Golding (SG) Cllr Leigh Wakefield

In Attendance: Tracey Whitlow – clerk

1 Member of the public (MOP)

Ward Cllr's Gillian Edwards & Lynn Stocks

1. Welcome & introductions from the Chair

2. Election of Chair

a) To elect the Chair to serve until the Meeting of the Council in May 2026 –

David Charlton was proposed and seconded. voted unanimously.

b) Chair to sign Acceptance of Office –

Acceptance of office signed.

3. Election of Vice Chair – for the coming year –

Leigh Wakefield was proposed and seconded. Voted unanimously.

4. Apologies for absence – Cllr Trevor Brocklebank

5. Annual Report from the outgoing chair.

David Charlton gave a report

6. Approval of the Minutes of the AMPC from 15th May 2024 –

Minutes from the AMPC on 15/05/24 approved and signed by the chair.

7. To review the Standing Orders – note clerks recommends no change, and to set review date of AMPC May 2026 –

Reviewed. **Resolved** to re-adopt with no changes

8. To review Financial Regulations – note clerk recommends no change, and to set review date of AMPC in May 2026 –

Reviewed. **Resolved** to re-adopt with no changes

9. To review code of conduct and set review date of AMPC in May 2026 –

Reviewed. **Resolved** to re-adopt with no changes

10. Financial –

a) To review bank signatories –

Confirmed as David Charlton, Leigh Wakefield, Trevor Brocklebank & Tracey Whitlow

b) To review pre-authorised payments for 2025-26

Reviewed **Resolved** to accept (see appendix 1)

d) To review Financial Risk Assessment – note clerks recommends no change- and to set review date of AMPC in May 2026

Reviewed **Resolved** to accept

To review Scheme of Delegation, note clerk recommends no changes – and to set review date of AMPC 2026

Reviewed **Resolved** to accept

11. To set the date of next AMPC, proposed 13th May 2026

Meeting closed at 7.10pm

Appendix 1.

**ACTON BRIDGE PARISH COUNCIL
PRE-AUTHORISED FINANCIAL TRANSACTIONS
2024-2025**

	Frequency	Annual Budget Agreed
Payroll	Monthly	4,700
Website	Annually	200
Data Protection fee	Annually	50
Email & domain	Annually	100
Subscriptions	Annually	200

Plus, any necessary payments under £500 by
the clerk through delegated authority

Plus, any necessary payments under £2000
with agreement from the chair

Any contractual payments or payments of invoices after agreeing a quotation