


From: M J Burt FCIPD FCMI

 <p>NAVENBY At the Heart of the Lincolnshire Cliffe Villages</p>	<p>NAVENBY PARISH COUNCIL Village Office & Community Access Point The Venue, Grantham Road, Navenby office@navenbypc.org.uk</p> <p>Chairman: Mike Burt Clerk: Susan Letham Telephone: 01522 811132</p>
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**MINUTES OF NAVENBY WITH SKINNAND PARISH COUNCIL ANNUAL GENERAL MEETING
HELD TUESDAY 5 MAY 2026 AT 1900 HRS IN THE PARISH COUNCIL OFFICE,
NAVENBY**

1 Attendance and Apologies.

- Cllrs Present: Mr Mike Burt (Chair), Ms Marlene Butler, Mr Colin East, Mrs Sara Munton, Mrs Jane Thompson-Burt (Secretary for the meeting).
- In Attendance: Ms Susan Letham (Responsible Finance Officer and Acting Parish Clerk).
- Cllrs' Apologies: Mr Ken Gunning, Mr Dean Miller, Mrs Christine Hall.
- There were no expressions of interest to be registered.

2 Welcome and Chairman's remarks. The Chairman highlighted that financial year 26/27 would be an interesting one for the Council as it recruited and on-boarded a new Responsible Finance Officer and Clerk, and broadened their responsibilities to include support to Cllrs in their additional role as Managing Trustee of the Navenby Playing Field Association.

3 Election of Chairman. As there were no other candidates, Cllr Burt proposed himself as Chairman for the new financial year; this was seconded by Cllr Munton and thereafter agreed by all Cllrs.

4 Election of Vice Chairman. Although Cllr Hall had informally expressed an interest in the role of Vice Chairman, she was not present to confirm this so it was decided that the this item would be deferred until the next Council meeting.

5 Declarations of Acceptance of Office and Updating Members' Disclosable Pecuniary and other Interests. Cllr Burt completed his form of acceptance and no Cllr needed to update their pecuniary and other interests form.

6 To Review and Approve Standing Orders and Financial Regulations. These documents had both recently had a major review and Cllrs were thoroughly conversant with

them. It was proposed by Cllr Munton, seconded by Cllr East and thereafter agreed that the Standing Orders be approved. All Cllrs voted in favour. It was proposed by Cllr East, seconded by Cllr Thompson-Burt and thereafter agreed that the Financial Regulations be approved. All Cllrs voted in favour.

7 To Review and Approve Portfolios Including Terms of Reference (TORs) and Assign Councillors to Roles. The Council wishes to continue with the following portfolios, which are areas of special interest for various Cllrs, who will raise relevant issues with the Full Council when required. TORs have been written for some portfolios and holders will complete those that are outstanding. Those Cllrs present agreed to continue with the following portfolios:

- Trees: Cllr East.
- Planning: Cllr Butler Cllr East
- Highways: Cllr Burt – also anticipate Cllr Miller will continue.
- Playparks: Cllr Thompson-Burt – also anticipate Cllr Hall will continue.
- Library: Cllr Butler.
- Cemetery: Cllr East – also anticipate Cllr Gunning will continue.
- Defibrillators: anticipate Cllr Gunning will continue.
- Streetlamps: anticipate Cllr Gunning will continue.
- Community Engagement: Cllr Munton.

8 To Discuss and Approve Proposed Committees (including Terms of Reference and Assigned Councillors). Cllrs agreed to sit on the following committees:

- HR: Cllr Hall, Cllr Butler, Cllr Thompson-Burt. TORs need to be produced.
- Finance: Cllr Burt and Cllr Munton – the Chairman will ask for a third Cllr to join this committee. TORs have been produced.
- Grants: there was discussion about whether a separate Grants Committee is required or whether this function could be carried out by the Finance Committee, so this will be addressed at the next Parish Council meeting.

9 To Approve Appointment of the LALC Internal Auditor for Financial Year 26/27. As our previous internal auditor has stood down and LALC are currently completing a '100 Point Audit' for us, it was proposed by Cllr Burt, seconded by Cllr Butler and thereafter agreed that we will appoint LALC to act as our internal auditor for FY 26/27. All Cllrs voted in favour.

10 To Review and Approve the Clerk's and RFO's Responsibilities for Supporting Cllrs as the Managing Trustee for the Navenby Playing Field Association (NPFA) with Governance, Administration and Financial Management. This item had been raised by the Parish Clerk just before he left the Council. These new responsibilities need to be clarified as among other things it is understood some elements of VAT can be reclaimed for the NPFA, backdated for four years. In parallel, the Chairman had recently contacted both the local and head offices of ACRE (the charity Action with Communities in Rural England) for guidance on what support is available to parish councils who are sole trustee for a village

hall and he was awaiting a response. **Actions:** (1) the Chairman will continue to research these responsibilities and report his findings to the Full Council as soon as possible, and (2) will share with Cllrs the person specs raised for the new roles of Responsible Finance Officer and Parish Clerk.

11 Review and Approve Dates for Navenby PC and NPFA Trustee Meetings for 2026/27. It was proposed by Cllr Burt, seconded by Cllr Butler and thereafter agreed unanimously that the Council will follow the schedule of meetings shown at Annex A.

12 Closure. The Chairman closed the meeting at 1920 hrs.

Minutes Accepted: *Original Signed M J Burt* (Chairman) Date: 4th June 2026