

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: Tuesday 4th June 2026 at 7.00 pm.

Location: The Parish Office @ The Venue, Navenby.

Present (Cllrs): Mr M J Burt (Chair); Mr K Gunning; Mrs J Thompson-Burt; Mr D Miller;
Mr C East; Mrs S Munton

In Attendance: Ms S Letham (Asst Clerk/RFO)

Absent/Apologies: Mrs C Hall (Vice Chair); Mrs M Butler

1. **Chairman's Welcoming Remarks.** The Chairman welcomed everyone to the meeting.

2. **Public Session.** There was one resident in attendance who had come along as a result of receiving the new parish council newsletter. He was keen to see how the parish council operated and what was going on in the village.

3. **Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011.** Consider any applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.

Absences: Mrs C Hall (Vice Chair); Mrs M Butler

Declaration of Interests: None.

4. **To consider and sign the minutes from the previous Parish Council Meeting, held on 5th May 2026.** It was proposed by Cllr Thompson-Burt and seconded by Cllr Miller and therefore **RESOLVED** that the minutes from the previous PC meeting held on 5th May 2026, should be accepted as a true record of the meeting. All Cllrs voted in favour of the motion.

5. **To consider the financial report and authorise payments (Appendix A).** The Asst Clerk/RFO briefed Cllrs on the Financial Status Sheet. After consideration, it was proposed by Cllr Thompson-Burt and seconded by Cllr Munton and therefore **RESOLVED** that all expenses listed in Appendix A were authorised. All Cllrs voted in favour of the motion. The Clerk read out the balances of the current & deposit accounts. Namely, £64,651.69 & £77,271.52 respectively.

6. **To review and accept the internal report.** This item was discussed under Item 7.

7. **Annual Governance & Accountability Return (AGAR) 2025/2026:**

a. **To read out, fill in and sign Section 1 – Annual Governance & Accountability Return**

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AGAR 2025/2026. Read out and signed by the Responsible Finance Officer (RFO), as well as signed by the Chair. The RFO also advised that the period from 1st July 2026 to 11th August 2026 would be the dates for the exercise of public rights.

- b. **To accept and sign Section 2 – Accounting Statement 2025/2026 of the AGAR.** Proposed by Cllr Gunning and seconded by Cllr Thompson-Burt and therefore **RESOLVED** to accept Section 2 of the Accounting Statement. Signed by the Chair and the RFO.
- c. **To accept Statement of Accounts and authorise the Chair to sign them.** Proposed by Cllr Thompson-Burt and seconded by Cllr Gunning and therefore **RESOLVED** to accept the Statement of Accounts. Signed by the Chairman and the RFO.
- d. **To accept the Internal Auditor Report.** Read out and signed by the Responsible Finance Officer (RFO), as well as signed by the Chair.

8. To receive an update on progress with recruiting a new Parish Clerk and a Responsible Finance Officer. The Chairman gave an update on progress and advised that there had been a good response in respect of both vacancies and that a sift had already taken place. Interviews would be held on the 23 Jun 26.

9. To elect a Vice Chairman for the F/Y 2026/27. The Chairman advised that Cllr Hall had written to him and asked that her name be considered for the position of Vice Chairman. It was proposed by Cllr Burt and seconded by Cllr Gunning and therefore **RESOLVED** that Cllr Hall be elected as Vice Chairman.

10. Date & Time of next meeting: 7st July 2026, 7.00pm.

Minutes Accepted

(Chair)

Date:

 M J BURT

7 JULY 2026

