



## **BILTON PARISH COUNCIL**

Parish Office

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### **Minutes of the Parish Meeting of Bilton Parish Council held on 13<sup>th</sup> May 2025 at the Bilton Village Hall**

#### **No Members of public present.**

1. **Election of Chair:** Cllr Mallinson re-elected chair – All in favour.
2. **Apologies:** Sally Griffin Smart, Ann Etherington, Elizabeth Fairbank, Brian Gill
3. **Minutes of the meeting held on 14th May 2024 were approved.**
4. **Election of Vice Chair and Members of Committees.**
  - Cllr Griffin-Smart was appointed as vice-chair to full council.
  - Cllr Gill was appointed as chair of planning committee.
  - Cllr Shuttleworth was appointed as vice chair of planning committee.
  - All members of the council were appointed as members of the planning committee
  - Cllr Sims was appointed as chair of the burial board.
  - Cllr Etherington was appointed as vice-chair to the burial board.
  - All members of the council were appointed as members of the burial board.
  - Cllr Mallinson was appointed as council representative to the Village Hall Committee.

**BANKERS MANDATE:** Cllr Sally Griffin-Smart, Cllr Brian Gill, Cllr Janinne Clayton and Cllr Carl Mallinson were appointed as signatories for the banking mandate.

5. **Finance.** At the time of the meeting the accounts were with the internal auditor. The approval of AGAR to be moved to June's meeting.

6. **Policies:** New Code of Conduct and Financial Regulations were adopted and signed by Cllr Mallinson after full approval from council.
7. **Risk Assessments:** The general risk assessment, financial risk assessment, burial ground risk assessment and office risk assessment were all approved by full council.
8. **Annual Parish Meeting.** No members of the public attended.

Meeting concluded at 6:55pm