

## **DRAFT MINUTES OF THE ANNUAL MEETING OF SKEEBY PARISH COUNCIL HELD ON THURSDAY 29<sup>TH</sup> MAY 2025 6:15PM**

Following unsuccessful attempts to contact the absent Clerk, the meeting was opened and started by the existing Chairman, Cllr John Budden, at 18:40 hrs.

Present: Cllrs John Budden (JB), Keith Richardson (KR), and John Frankland (JF) – Minute Taker  
(& 3 members of the public)

Absent: Parish Clerk, Nadine Dudman (ND)

**1. Election of Chairman**

Cllr JB elected Chair

**2. Chairman to sign Acceptance of Office**

No Acceptance of Office available to sign at this time – deferred.

**3. Apologies**

There were no apologies received

**4. To agree the Minutes of the Annual meeting held on Thursday 30<sup>th</sup> May 2024 as a true and accurate record**

No Minutes available from 30.04.24 Annual Meeting to be agreed

**5. Election of Vice-chairman**

Cllr JF elected as Vice Chair

**6. To receive the Chairman's Annual Report**

The Chairman's Annual Report had been delivered at the Annual parish meeting on Tues 27/05/25

**7. To appoint a Responsible Financial Officer for the coming year**

The Council was unable to appoint an RFO at this time – deferred for advice & resolution

**8. To receive & approve the Responsible Financial Officer's Year End annual report**

RFO Year End report not available

**9. To review & approve the Asset register**

Asset Register not available for review/approval

**10. Annual Governance & Return (AGAR)**

Annual Governance & Return (AGAR) was not available – this item deferred to take advice on how to proceed accordingly

**11. To review & adopt Policies and Procedures**

Council was unable at this time to review nor adopt any of the Policies & Procedures – deferred.

**12. To appoint 2 Councillors to attend YLCA Branch meetings & represent the Council as voting representatives at those meetings**

Cllrs JF & KR appointed to attend YLCA branch meetings & represent the Council

**13. To note the date of the next Annual Meeting of the Council, Thursday 28<sup>th</sup> May, 2026**

Duly noted.

Meeting closed at 18:50 hrs