

**LITTLE BUDWORTH PARISH COUNCIL  
ANNUAL MEETING OF THE PARISH COUNCIL  
MINUTES**

**Tuesday 6th May 2025 at 7 pm  
At the Jubilee Hall, Little Budworth**

Present: Cllr Peter Robinson (PR) (Chair), Cllr Linda Jones (LCJ), Cllr Caroline Hall (CH) Cllr Dave Lee (DL), Cllr Samantha Crossley-Spann (SC). Cllr Jenny Marshall (JM), In Attendance - Clerk -Tracey Whitlow (TW). Ward Councillor Charles Hardy (WC)

**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 –**

Peter Robinson 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 –**

Samantha Crossley-Spann was proposed and seconded. Voted unanimously.

**4. Apologies for absence – None**

**5. Annual Report from the outgoing chair.**

Peter Robinson gave a report

**6. Approval of the Minutes of the AMPC from 15<sup>th</sup> May 2024 –**

Minutes from the AMPC on 07/05/24 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 Peter Robinson, Cora Cowap, Linda Jones & 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 5<sup>th</sup> May 2026**

**Meeting closed at 7.10pm**

# LITTLE BUDWORTH PARISH COUNCIL FINANCIAL TRANSACTIONS FOR APPROVAL THROUGHOUT THE YEAR IN BETWEEN MEET- INGS 2025-26

	Fre- quency	Annual Budget agreed
Payroll	Monthly	£5,000
Expenses	Monthly	£700
Website	Annually	£450
Room Hire	Quarterly	£600
Data Protection fee	Annually	£35
Grass Cutting/Trees, Planting & Hedges/mole	Monthly	£2,500
Green grass cutting	Annually	£2,500
Email & domain	Annually	£450

Any necessary payments under £500 (Ex VAT) to be paid by the clerk under delegated authority

monthly

Any necessary payments under £2k (Ex VAT) following consultation with the Chair.

monthly

Any contractual payments or payments of invoices after agreeing a quotation