**CUTSDEAN PARISH COUNCIL ANNUAL MEETING**

[www.cutsdeanparishcouncil.co.uk](http://www.cutsdeanparishcouncil.co.uk)

**Clerk to the Council: Claire Butler, West Barn Farm, Cutsdean, Cheltenham, GL54 5RX**

Email: claireloubutler@outlook.com

**MINUTES OF MEETING**

**St James Church, Cutsdean, Cheltenham, Gloucestershire, GL54 5RX – 7th May 2024 at 6.30pm**

1. Present at this meeting – Cllr Butler, Cllr Beetson, Cllr Wright, Cllr Smith, Cllr Clarke. Apologies - Cllr Mackenzie-Charrington.
2. Election of Chairman – Cllrs nominated Cllr Butler to be Chairman. This was seconded by Cllr Beetson and Cllr Wright.
3. All nominated Cllr Clarke to be elected as Vice Chairman. Seconded by Cllr Butler and Cllr Wright.
4. Declarations were signed for the election of Chairman and Vice Chairman.
5. Annual Review of Policies:
	1. Standing Orders
	2. Financial Regulations
	3. Risk Management Schedule
	4. Privacy Notice
	5. Code of Conduct

All Cllrs have reviewed the documents and confirm agreement. To be updated on the website.

1. Declaration of Interests were not required at this meeting.
2. The minutes from 12th March 2024 were reviewed and agreed by all.
3. Matters arising:
	1. Defibrillator Training – The training went well. A community support phoneline was discussed – this works in a similar way to a phone tree so if anyone needs help there is one number to call and this calls round phones in the village until someone is available. Cllr Butler to obtain further information on this. The question was raised as to whether we can have further defibrillator training for any in the village who would like it – Cllr Butler to see what the cost would be.
	2. Quarry Noise – the noise from the quarry has eased lately but we will keep monitoring it.
4. Report from Cllr Mackenzie Charrington – see separately.
5. Report from Clerk:
	1. Insurance renewal – all agreed to renew the insurance with existing provider.
	2. Clerk position – Claire Butler is no longer able to continue as Clerk for the PC and will collate the materials necessary to advertise the position.
6. Financial Report:
	1. GAPTC Membership – agreed and cheque signed for the amount of £17.92.

Financial spreadsheet presented to all and agreed. Signed by Cllr Beetson.

1. Public Adjournment – none present.
2. Nothing to note at this time.
3. Correspondence – none to review.
4. AOB – we need some new 20 is plenty signs as the ones we have are damaged.
5. Date of next meeting – 9th July 2024 at 6.30pm at West Barn Farm.

Meeting closed at 19.20pm

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email: Denny Beetson, Ted Smith, Matthew Butler, Chris Clarke, David Wright, Cllr M Mackenzie-Charrington