

Chairman Cllr. Harvey Neve

Minutes of the Annual Parish Meeting of Bishop Middleham Parish Council held
Wednesday 14th May 2024, in Bishop Middleham Village Hall at 7.30pm

Present: Cllr. H. Neve (Chair), Cllr. J. Brownlee, Cllr. V. Cooke, Cllr. M. MacCallam,
Cllr. G. Jacobs, Cllr. G. Turner, Cllr. E. Sparks

Cllr. C. Lines (County Councillor)

Mrs. A. Hall (Parish Clerk)

ITEM NO.	MINUTES	ACTION
	Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting at 7.30pm.	
1.5/25	Apologies: None	
2.5/25	Declarations of Interest - None	
3.5/25	Election of Chair for the year of 2025-2026 Cllr. V. Cooke proposed that Cllr. H. Neve be elected. This was seconded by Cllr. J. Brownlee (unanimous decision).	
4.5/25	Acceptance of Office - Cllr. H. Neve signed the Declaration of Office for Chair in the presence of the Council and Parish Clerk.	
5.5/25	Election of Vice Chair for the year of 2024-2025 Cllr. V. Cooke proposed Cllr. G. Turner be elected. This was seconded by Cllr. J. Brownlee (unanimous decision).	
6.5/25	Acceptance of Office - Cllr. G. Turner signed the Declaration of Office for Vice Chair in the presence of the Council and Parish Clerk.	
7.5/25	Public Participation - No issues raised	
8.5/25	Review and adopt the Standing Orders and Financial Regulations AGREED: To adopt the current Standing Orders no amendments for 2025/2026. Proposed Cllr. Neve, seconded Cllr. Turner. AGREED: To adopt the current Financial Regulations, no amendments required for 2025/2026. Proposed Cllr. Neve, seconded Cllr. Brownlee.	
9.5/25	Review and adopt the Code of Conduct AGREED: To adopt the current Code of Conduct, no amendments for 2025/2026. Proposed Cllr. Neve, seconded Cllr. Cooke.	
10.5/25	Appoint Internal Auditor for year 2025/2026 AGREED: It was proposed Cllr. Neve, seconded by Cllr. Brownlee and carried to re-appoint Mr. G. Fletcher as Internal Auditor for the 2025/26 Financial Accounts.	
11.5/25	Schedule of Assets - the schedule of assets was shared with the Council and discussed due to the drop in valuation. The change in valuation related to the play area behind the village hall. As the play equipment had been removed, this reduced by assets costs by £15,000. The Schedule of Assets was approved by the Council. Proposed Cllr. Neve, seconded Cllr. Turner.	

12.5/25	Election of representative to outside bodies: No one member was elected to attend the Smaller Councils Forum – Clerk to inform members of the dates of the meetings and check if anyone wishes to attend.	
13.5/25	Representatives for monitoring roles 2025/2026 Members were ask for representatives to support the Parish Clerk in areas of the work and to oversee and monitor the following areas: Financial Records/Accounts – Cllr. Brownlee & Cllr. Cook Grounds Maintenance – Cllr. Brownlee & Cllr. Turner Sports Facilities – Cllr. Cook Publicity & promotion – Cllr. Neve Clerk to send information out to clarify the roles and what may be required.	
14.5.24	Meeting Dates for 2025/2026 - all meetings are 7pm-9pm at the Village Hall 11 th June 2025 9 th July 2025 10 th September 2025 8 th October 2025 12 th November 2025 10 th December 2025 14 th January 2026 11 th February 2025 11 th March 2025 The above meetings dates were approved for Parish Council meetings up to March 2026.	
15.5/25	Next Meeting: Wednesday 13 th May 2026 at 7pm	

The meeting closed 7.45pm

Signed: - Chair.

Date: