

**Instow Parish Council Annual General Meeting**  
**15th May 2025, Instow Village Hall - Minutes – Draft**

1. The Chairman opened the meeting at 7.36 pm
2. **Attendees** – Cllrs. Arthur, Bunclark, Foster, McCrum, Scott, Yeadon
3. NDC Cllr Coombs. Parish Clerk (JAM) and 3 members of the public
4. **Apologies** – Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting. Cllrs Hopkins, Johnson, DCC Cllr Biederman. due to personal commitments. Approved.
5. Councillors' Declarations of Interest There were no Declarations of Interest
6. **Election of Chair** – The Chair stood down and the Vice-Chair took over for the purpose of electing a chairman for 2025 – 2026 Cllr McCrum ask if anyone on the council committee who would like to stand. No acceptance. Cllr. McCrum proposed that Cllr. Scott be re-elected as Chair, seconded by Cllr. Arthur Cllr. Scott confirmed her willingness to hold office for the year, and her election was unanimously approved.
7. Cllr McCrum proposed Cllr Arthur seconded the proposal rest of the Council committee unanimously agreed.
8. **Election of Vice Chairman** - Cllr. Scott proposed that Cllr. McCrum be re-elected as Vice Chair, seconded by Cllr. Arthur. Cllr. McCrum confirmed her willingness to hold office for the year, and her election was unanimously approved
9. **Appointment of Cllrs to IPC committees** – see appendix 1 attached
10. **Financial summary** –

**As read at the Annual Parish Meeting**

**(a)** Cllr. Scott went through the major points of the financial summary, these being that Receipts totalled £86,000, showing a surplus of £27,000. Once again, the biggest annual expense for the council was the toilets, whose normal running costs were nearly £12,000. The costs of the car park include business rates of £1200 which will be £1800 next year, rising by £600 each year, until they reach about £6500 a year. £10,000 of the surplus to been moved to a deposit account, as provision for maintenance of car park and toilets.

**(b)** IPC Accounting Statements were all approved during the meeting by all Clls. present. All Cllrs. had read the Accounting Statements.

11. **Date of 2026 AGM** – May 15<sup>th</sup> May 2025 was provisionally agreed

Meeting closed 19.45

## **APPENDIX 1 AGM – IPC Committees 2025 - 2026**

**Finance** – Chairman\* Cllrs Arthur, Johnson, Foster,

**Parish Hall** – Cllrs McCrum & Foster

**Car Park & Toilets** – all Councillors

**Beach Management** – Chair, Vice-Chair, Cllrs Arthur, Foster, Bunclark,

\*Johnson, Hopkins

**Emergency Planning** – Cllr \*Yeadon Chairman

**Data Protection Officer** (DPO) Cllr \*Yeadon

**Cheque signatories** – Chairman, Cllr Arthur, Bob Allen (Parish Clerk in progress)

**Co-option and interview panel** – \*Chairman, Vice-Chairman, Cllrs Arthur & Foster

**Responsible Financial Officer** – Parish Clerk

**Internal Auditor** – James Hellyer

**Planning** – all Cllrs

May – July 2025

Cllrs McCrum, Hopkins

August – October 2025

Cllrs Scott, Bunclark

November – January 2026

Cllrs Johnson, Yeadon

February 2025 – April 2026

Cllrs Foster, Arthur

\*Lead Councillor