

# Willoughby Parish Council

**Minutes of the Annual Parish Meeting held on Tuesday 16<sup>th</sup> May 2023 at 7.30 pm  
in the Village Hall.**

		Action
1.	<b>Record of Members Present</b>	
	Councillors M Beech (MB), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	<b>To receive Apologies</b>	
	None	
3.	<b>To Elect a Chair and sign the Declaration of Acceptance of Office</b>	
	It was proposed that Cllr Maggie Beech be elected Chair. Proposed: Cllr Lewis    Seconded: Cllr Sheppard  The motion was carried unanimously and the Declaration of Acceptance of Office was signed.	
4.	<b>To confirm the approval of the minutes of the meeting held on 17<sup>th</sup> May 2022</b>	
	Proposed: Cllr Lewis    Seconded: Cllr Honess <b>Approved</b>	
5.	<b>To receive the completed and signed Acceptance of Office from all Councillors</b>	
	Cllrs Honess and Lewis had not been able to print their forms. It was proposed that the forms be completed at the next meeting. Proposed: Cllr Sheppard    Seconded: Cllr Beech <b>Approved</b>  It was confirmed that all other Councillors had completed and signed the Acceptance of Office forms.	
6.	<b>To receive the completed and signed Code of Conduct Declarations from all Councillors</b>	
	Cllrs Honess and Lewis had not been able to print their forms. It was proposed that the forms be completed at the next meeting. Proposed: Cllr Sheppard    Seconded: Cllr Beech <b>Approved</b>  It was confirmed that all other Councillors had completed and signed the Code of Conduct Declarations.	
7.	<b>To receive the completed Declaration of Pecuniary Interests forms from all Councillors.</b>	
	Cllrs Honess and Lewis had not been able to print their forms. It was proposed that the forms be completed at the next meeting. Proposed: Cllr Sheppard    Seconded: Cllr Beech <b>Approved</b>  It was confirmed that all remaining Councillors had completed and signed the Declaration of Pecuniary Interests forms. <b>ACTION: Forms to be returned to Rugby Borough Council</b>	Clerk
	The meeting closed at 19.37	