



Grindleton Parish Council

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Minutes of the Annual General Meeting of Grindleton Parish Council held on Wednesday 16 May 2023 at 7pm at the Pavilion, Sawley Rd, Grindleton.

Members present:	Parish Cllr L Halley (Chair) Parish Cllr G Wheeler (Vice Chair) Parish Cllr P Raywood
Other members present:	None
Members of the public present:	Mr P Atkinson Ms S Walsh
Apologies:	Parish Cllr T Bramwell Cllr K Horkin (RVBC)

1.	Election of the Chair and Vice-Chair of the Council:	
a)	<u>Chair:</u> The previous Chair having resigned from the Parish Council, the chair was vacant whilst the Clerk sought nominations for the role of Chair during 2023/24. Parish Cllr Halley was nominated by Parish Cllr Wheeler and seconded by Parish Cllr Raywood. After a unanimous vote in her favour, Parish Cllr Halley agreed to assume the role of Chair until the next AGM. Resolved Parish Cllr Halley to act in the role of Chair for 2023/24	LH
b)	<u>Vice Chair:</u> The Chair then sought nominations for the role of Vice Chair. Parish Cllr Wheeler was nominated by Parish Cllr Raywood and seconded by Parish Cllr Halley. After a unanimous vote in his favour, Parish Cllr Wheeler agreed to act as Vice-Chair of the Parish Council for the next 12 months. Resolved Parish Cllr MMM to act in the role of Vice Chair	GW

2	<p>Declarations</p> <p>a) <u>Chair’s Declaration of Acceptance of Office</u></p> <p>The Chair signed the Declaration of Acceptance of Office for 2023/24, as presented by the Clerk.</p> <p>b) <u>All members</u></p> <p>As this had been an election year, all other members present signed their declaration forms as presented by the Clerk.</p>	
3.	<p>Welcome</p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council. Introductions were given for the benefit of those members of the public present.</p>	
4.	<p>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</p> <p>None</p>	
5.	<p>Minutes / Matters Arising:</p> <p>The Clerk serving since November 2022 had been unable to locate a copy of the minutes from the AGM held in 2022. However, the minutes of the Parish Council meeting held in July 2022 stated the following:</p> <p style="text-align: center;">“Minutes from the last meetings approved and signed”</p> <p>From this, members considered it reasonable to infer that that the minutes of the 2022 AGM had been approved at the following regular meeting of the Parish Council, in line with LALC best practice.</p>	
6.	<p>Chair’s Annual Report / general comments:</p> <p>The Chair outlined a number of developments which had taken place during the previous 12 months. A full list of achievements and future plans had been circulated to members prior to the meeting, but key points had included:</p> <ul style="list-style-type: none"> • seeking to support residents’ interests with regard to the ongoing HARP project; • working with the RVBC Dog Warden to minimise the problem of dog mess; • supporting community events (such as the Jubilee beacon events and celebrations, as well as the switch-on of the Christmas lights); • entering the Lancashire Best Kept Village Competition 2022, where considerable success was enjoyed; 	

	<ul style="list-style-type: none"> • working to maintain local footpaths and benches around the village; • promoting wildflower areas as part of the Green agenda; • organising a successful event with the police and Trading Standards to protect residents against the detriment of Doorstep Crime; • fulfilling its role as a statutory consultee on planning applications; and • providing allotments for the benefit of residents. <p>Other matters not included in Cllr Halley’s list but which members felt worthy of mention included the ongoing provision of a village Lengthsman and financial support given to the Little Green Bus project.</p> <p>In concluding, Cllr Halley was keen to emphasise that the Parish Council’s achievements were a team effort and she thanked all members accordingly for their support and hard work.</p>	
7.	<p>Review of representation on or work with external bodies and arrangements for reporting back:</p> <p>It was agreed that the following appointments would be made:</p> <ul style="list-style-type: none"> • <i>Grindleton Recreation Ground Committee</i> – Cllr Raywood agreed to continue in this role; and • <i>Parish Council Liaison Committee</i> – it was agreed that a decision on this matter would be deferred pending the appointment of new parish councillors. (In the interim, Cllr Halley confirmed that she would represent the Parish Council at the June meeting of the PCLC). 	
8.	<p>Ongoing governance issues (as part of Parish Council wider development work):</p> <p>Members considered the following draft documentation presented by the Clerk:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regs 2023/24; • Code of Conduct 2023/24; • Asset Register 2023/24; • Data Retention Policy 2023/24; • Privacy notice – residents 2023/24; • Privacy Notice – staff and councillors 2023/24; • Model Publication Scheme 2023/24. • Risk Assessment 2023/24;and • Parish Plan 2023/24 <p>Members noted the considerable extent of documentation presented, some of which was new to the Parish Council and some of which – by the Clerk’s admission - required further updating. It was agreed that more time was needed for members to study the documents properly, with any written comments to be submitted to the Clerk in advance of the July meeting.</p>	

	<p>Resolved Members noted the presentation of the above documents by the Clerk Members agreed to further study the documents in advance of the July meeting and report any comments to the Clerk by email Clerk to re-present the documents for approval at the July meeting</p>	Clerk
9.	<p>Financial summary:</p> <p>a) <u>Overview</u></p> <p>The Clerk gave an overview of the Parish Council’s financial position over the course of the previous 12 months, taking into account both income and expenditure.</p> <p>Cllr Wheeler queried why the Parish Council held such significant reserves in its current account, when a significant sum (eg £10k) could be transferred to the savings account and attract a greater interest return. It was agreed that the Clerk would contact UT and seek to establish whether there were any criteria around access to the UT funds which members may find restrictive, before reporting back to the next meeting.</p> <p>Resolved Members noted the general financial position Clerk to contact UT and identify any restrictions to the savings account and report back to the July meeting</p> <p>b) <u>Draft budget proposed for 2023/24:</u></p> <p>In light of the above, the Clerk presented a draft budget for 2023/24, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading.</p> <p>Members supported the use of the draft budget as a means of enabling them to exercise greater financial control, and invited the Clerk to report any variance on a quarterly basis.</p> <p>Resolved The draft budget as presented was formally adopted for 2023/24 Clerk to continue with quarterly monitoring of the budget as agreed</p>	Clerk
10.	<p>Insurance cover 2022/23:</p> <p>The Clerk confirmed that the current Zurich policy would run from 1 June 2023. The renewal premium was £598.90, including tax (an increase of £36.82 from 2022/23).</p> <p>Resolved Members approved renewal of the Zurich insurance contract and authorised the Clerk to arrange for payment to be made</p>	Clerk

11.	<p>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:</p> <p>The Clerk presented a revised list of meeting dates for 2023/24 and invited members to note them for future reference.</p> <p>Members noted the date of 2 January 2024 and its proximity to the New Year but agreed to retain this as a meeting date.</p>	
13.	<p>Questions from members of the public</p> <p>None</p>	
14.	<p>Any Other Business</p> <p>No other business was reported.</p>	
	<p>Date / time of next meeting:</p> <p>The next ordinary meeting of the Parish Council will be held on 16 May 2023, directly after conclusion of the AGM.</p>	

The meeting closed at 7.31pm.

Signed by:		
	Date: 4 July 2023	Cllr L Halley Chair