



## Grindleton Parish Council

Clerk: Andrew Glover  
24 Hillside Drive  
West Bradford  
Clitheroe  
BB7 4TG

Tel: 01200 428547  
Mobile: 07968 486729  
Email: andy.glover24@hotmail.co.uk

### Minutes of the meeting of Grindleton Parish Council on **Wednesday 1 May 2024** at the Pavilion, Grindleton.

Members present:	Parish Cllr Lorraine Halley (Chair) Parish Cllr Glenn Wheeler (Vice Chair) Parish Cllr Paul Atkinson Parish Cllr Tony Bramwell Parish Cllr Chris Brennan Parish Cllr Megan Haslam Parish Cllr Susan Walsh
Apologies for absence:	Borough Cllr Kevin Horkin MBE (RVBC)
Clerk present:	Andrew Glover
Members of the public present:	None

1.	<b>Declarations of Interest</b>  a) Standing orders suspended  Parish Cllr Atkinson declared an Other Registrable Interest as he had been a former employee of Bowland High School.  The Chair declared an Other Registrable Interest as she was working closely with the B4RN initiative.  b) Standing orders resumed	
2.	<b><u>External audit arrangements for 2023/24</u></b>  a) <b><u>Approval of draft Certificate of Exemption</u></b>  In accordance with the timetable agreed at the April meeting, and the Parish Council's decision at that same meeting to apply for a Certificate of Exemption, members were invited to consider the draft certificate produced by the Clerk.	

	<p>It was agreed that the Chair and Clerk would be authorised to sign the draft Certificate. However, it was noted that the completed Certificate would be required to display the Parish Council’s generic email address, which had not yet been established. Cllr Atkinson updated members on progress in this regard, explaining that he needed to engage with the website administrator, who would be asked to upload a text file onto the Parish Council’s website. This would enable Microsoft 365 to “talk to” the Parish Council website, and in turn allow for the establishment of the generic email address. It was hoped that this task could be completed in the coming days, allowing submission of the completed Certificate of Exemption after the June meeting but prior to the deadline of 1 July.</p> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li><b>i) authorise the Chair and Clerk to sign the draft Certificate of Exemption;</b></li> <li><b>ii) ask the Chair to forward the email address of the website administrator to Cllr Atkinson;</b></li> <li><b>iii) request Cllr Atkinson to pursue the establishment of the generic email address prior to the June meeting; and</b></li> <li><b>iv) authorise the Clerk to submit the signed certificate (along with the required confirmation of contact details), giving details of the generic email address as required, to the external auditor after the June meeting but prior to the deadline of 1 July 2024</b></li> </ul>	<p>Chair / Clerk  Chair  PA  Clerk</p>
4.	<p><b>Development of a revised Parish Plan for 2024/25</b></p> <p>At their meeting in July 2023, members had agreed a number of amendments to governance documentation. With regard to the Parish Plan, Cllr Atkinson had then proposed that a full debate on the Parish Plan – as the sole agenda item – should be held at the regular meeting to take place after the AGM each May. This proposal had reflected the importance of the Parish Plan to the Parish Council’s objectives and priorities throughout the coming year, and the importance of keeping it topical and current.</p> <p>Members had reaffirmed this decision at their meeting in April 2024, and as a result a detailed discussion took place on (i) the merits of the existing Parish Plan and (ii) the content of a revised Parish Plan which would more accurately reflect members’ aspirations for the coming year.</p> <p>The discussion was captured by the Clerk, who was asked to produce a revised Parish Plan for consideration at the June meeting.</p> <p><b>Resolved</b>  <b>Clerk to produce a revised draft Parish Plan for consideration at the June meeting</b></p>	<p>Clerk</p>
	<p><b>The next meeting of Grindleton Parish Council will take place at 7pm on Tuesday 4 June 2024 at Grindleton Pavilion.</b></p>	

The meeting closed at 9.23pm.

Signed by:		
	Date: 4.6.24	Cllr L Halley (Chair)