**West Bradford Parish Council**

Clerk:

Andrew Glover

24 Hillside Drive

Clitheroe

Lancs

BB7 4TG

Tel: 01200 428547

Mobile: 07968 486729

Email: andy.glover24@hotmail.co.uk

**Minutes of the Annual General Meeting of West Bradford Parish Council held on Wednesday 31** **May 2017 at 7.30pm at West Bradford Village Hall**

|  |  |
| --- | --- |
| Members present: | Parish Cllr A Bristol (Chair) |
|  | Parish Cllr H Best (Deputy Chair) |
|  | Parish Cllr Ruth Chew |
|  | Parish Cllr M Fox  Parish Cllr M Wood  Cllr P Elms (RVBC) |
| Apologies: | Cllr B Hilton (RVBC) |
| Members of the public present: | None |

|  |  |  |
| --- | --- | --- |
| 1. | **Welcome:**  The Chair welcomed all present to the Annual General Meeting of the Parish Council. |  |
| 2. | **Chair’s Annual Report:**  The Chair commented that, although few planning applications had been considered over the course of the past 12 months, it had still been a busy year and one which had seen major changes to the Parish Council. These included:   * the resignation of Parish Cllr Perry (who was thanked for his contribution) and the appointment to the Council of Parish Cllr Ruth Chew; * the resignation of David Sharp (who was also thanked for his efforts) as Parish Clerk and the appointment of Andrew Glover in his place; and * the appointment of Sally Blenkinship as internal auditor.   Much of the Parish Council’s effort over the past 12 months had been dominated by (i) the intention to erect a War Memorial to commemorate the centenary of the ending of the Great War and (ii) the need to update governance and procedures in light of the findings of the previous internal audit. Other ongoing concerns included dog fouling and potholes.  The Chair also expressed his pride in being able to represent West Bradford in general and the Parish Council in particular at a Royal Garden Party which had taken place at Buckingham Palace on 23 May. He was privileged to have been in the presence of the Queen, the Prince and Princess of Wales and Princess Eugenie.  In relation to dog fouling, Cllr Elms pointed out that the Borough Council had appointed some new Dog Warden staff who may be able to assist with the problem.  **Resolved**  **Clerk to contact Dog Wardens (with particular regard to Bowland Gate Lane)** | **Clerk** |
| 3. | **Election of the Chairman and Vice-Chairman of the Council:**  Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for Chair 2017/18. Parish Cllr Bristol was nominated by Parish Cllr Chew and seconded by Parish Cllr Best. After a unanimous vote Parish Cllr Bristol agreed to retain the chairmanship until the next AGM.  **Resolved**  **Chair to sign declaration of office confirming his continuation in the role**  The Chair nominated Parish Cllr Best to continue in her role as Vice Chair (seconded by Parish Cllr Chew). After a unanimous vote, Parish Cllr Best agreed to remain as Vice-Chair of the Parish Council. | **Chair** |
| 4. | **Appointment of members to existing committees:**  It was agreed that Parish Cllrs Fox and Wood would continue to represent the Parish Council on the West Bradford Playing Fields Committee. |  |
| 5. | **Review of representation on or work with external bodies and arrangements for reporting back:**  **I**t was agreed that the following appointments would be made:   * Parish Council Liaison Committee (Parish Cllrs Bristol and Chew agreed to jointly undertake this role); and * Hanson Cement (Parish Cllr Wood agreed to continue). |  |
| 6. | **Ongoing governance (as part of Parish Council wider development work):**  The Clerk highlighted some of the areas where governance work had been progressed over the past few months (eg the adoption of new Standing Orders / Financial Regs and a Code of Conduct). However, it was noted that further work was needed in areas such as the development of a comprehensive asset register. |  |
| 7a. | **Financial summary – 2016/17:**  The Clerk gave an overview of the Parish Council’s financial position over the course of the previous 12 months, citing the following figures:   * Opening balance – £6456 * Income:   Precept - £6551  Other income: £22793   * Expenditure:   Payments made: £26036   * Closing balance / carried forward to 2017/18 - £7976   Members noted the position. |  |
| 7b. | **Draft budget proposed for 2017/18:**  The Clerk presented a draft budget for 2017/18, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading. Although excluding anticipated areas of one-off spending (such as the War Memorial), the figures indicated that spending was likely to exceed income by a very marginal amount of c£230 (which was more than covered by existing capital reserves of over £6k). Members commended 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.  **Resolved**  **The draft budget as presented was formally adopted for 2017/18** |  |
| 8. | **Insurance cover 2017/18:**  It was noted that the Council had renewed its insurance policy with its insurers (Zurich) to cover the period 2017/18. |  |
| 9. | **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:**  The Clerk presented a revised list of meeting dates for 2017/18 and invited members to note them for future reference. |  |
| 10. | **Questions from members of the public**  None |  |
| 11. | **Any Other Business**  No other business was reported. |  |
|  | **Date / time of next meeting:**  The next meeting ordinary meeting of the Parish Council commenced on closure of the AGM. |  |

**The meeting closed at 7.53pm.**

|  |  |  |
| --- | --- | --- |
| Signed by: |  | |
|  | Date:  XX June 2018 | Cllr A Bristol  Chair |