

West Bradford Parish Council

Clerk:

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Minutes of the Annual General Meeting of West Bradford Parish Council held on Wednesday 26 May 2021 at 7.30pm at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Deputy Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr M Wood
Apologies:	Cllr K Horkin (RVBC)
Members of the public present:	None

The meeting was held with the Covid-19 pandemic still current and social distancing requirements were therefore adhered to throughout.

1.	Election of the Chair and Vice-Chair of the Council: Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for the role of Chair during 2021/22. Parish Cllr Bristol was nominated by Parish Cllr Wood and seconded by Parish Cllr Best. After a unanimous vote in his favour, Parish Cllr Bristol agreed to retain the chairmanship until the next AGM. Resolved Parish Cllr Bristol to sign the declaration of office confirming his continuation in the role of Chair The Chair then sought nominations for the role of Vice Chair. Parish Cllr Chew was nominated by Parish Cllr Best and seconded by Parish Cllr Wood.	Chair
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	<p>After a unanimous vote in her favour, Parish Cllr Chew agreed to act as Vice-Chair of the Parish Council for the next 12 months.</p> <p>Resolved Parish Cllr Chew to continue in her role as Vice Chair</p>	RC
2.	<p>Welcome:</p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council.</p>	
3.	<p>Apologies for absence:</p> <ul style="list-style-type: none"> • Cllr K Horkin 	
4.	<p>Disclosure of interests</p> <p>None</p>	
5.	<p>Minutes / Matters Arising:</p> <p>Due to the Covid-19 pandemic, the minutes from the last AGM (held in May 2019) had been adopted by email in November 2020. No AGM had been held (and therefore minuted) in 2020.</p>	
6.	<p>Chair's Annual Report / general comments:</p> <p>The Chair acknowledged that 2020 had been an extremely challenging year due to the pandemic, which had severely impacted members' capacity to meet. He thanked the Clerk for his efforts in managing the business affairs of the Parish Council throughout this period.</p> <p>The main issue which had arisen during 2020 was the Haweswater Aqueduct Resilience Programme (HARP). The Chair and Vice Chair had met virtually with United Utilities on two occasions in recent months, and were hopeful that the proposed new river crossing would ultimately receive planning approval. If so, it was envisaged that the impact of the scheme upon the village would be kept to a minimum.</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"> • Village Hall Management Committee – Parish Cllrs Best, Fox and Wood agreed to represent the Parish Council on this body; • Parish Council Liaison Committee - Parish Cllrs Bristol and Chew agreed to jointly undertake this role; and • Hanson Cement - Parish Cllr Wood agreed to continue. 	

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 2021/22; • Code of Conduct 2021/22; • Asset Register 2021/22; and • Data Retention Policy / privacy notices 2021/22. <p>Resolved The above drafts as presented would be formally adopted for 2021/22. The documentation would be revisited and re-presented at the next Annual General Meeting in May 2022.</p>	Clerk
9.	<p>Financial summary – 2021/22:</p> <p>a Overview</p> <p>The Clerk gave an overview of the Parish Council's anticipated financial position over the course of the next 12 months, taking into account both income and expenditure.</p> <p>Resolved Members noted the position.</p> <p>b Draft budget proposed for 2021/22:</p> <p>In light of the above, the Clerk presented a draft budget for 2021/22, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading. 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 2021/22 Clerk to continue with quarterly monitoring of the budget as agreed</p>	Clerk
10.	<p>Insurance cover 2021/22:</p> <p>It was noted that the Council had received a quote for renewal of its insurance policy with Zurich to cover the period 2021/22.</p> <p>Resolved Clerk was authorised to renew the insurance policy on the basis of the quote provided</p>	Clerk

11.	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 2021/22 and invited members to note them for future reference.	
12.	Questions from members of the public None	
13.	Any Other Business No other business was reported.	
	Date / time of next meeting: The next ordinary meeting of the Parish Council commenced on closure of the AGM.	

The meeting closed at 7.37pm.

Signed by:		
	Date: 25 May 2022	Cllr A Bristol Chair 