**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 30** **May 2018 at 7.30pm at West Bradford Village Hall**

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| 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 B Hilton (RVBC) |
| Apologies: | Cllr P Elms (RVBC) |
| Members of the public present: | Mr A Marsden |

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| 1. | **Election of the Chairman and Vice-Chairman of the Council:**  Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for Chair 2018/19. Parish Cllr Bristol was nominated by Parish Cllr Best and seconded by Parish Cllr Chew. 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 declaration of office confirming his continuation in the role of Chair**  It was with regret that Parish Cllr Best announced that she would not be able to continue in her role as Vice-Chair due to increased family commitments. The Chair thanked Cllr Best for her considerable input and support during her time as Vice-Chair, for which he and other members were extremely grateful. The Chair then sought nominations for the role of Vice-Chair, and Parish Cllr Chew was nominated by Parish Cllr Best and seconded by Parish Cllr Fox. 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. |  |
| 2. | **Welcome:**  The Chair welcomed all present to the Annual General Meeting of the Parish Council. |  |
| 3. | **Minutes / Matters Arising:**  The minutes of the Annual General Meeting held on 31 May 2017 were presented and signed as a correct record.  There were no matters arising. |  |
| 4. | **Chair’s Annual Report / general comments:**  The Chair thanked a number of people for their efforts over the previous 12 months, including:   * the Clerk; * the former Lengthsman (Roy Green) and his successor (Steven Speak); and * the Internal Auditor (Sally Blenkinship).   All of the above were considered to have worked hard for the benefit of Parish Councillors and residents of the Parish.  Key issues which had been addressed over the past year included:   * resolution of outstanding concerns over the reclaiming of VAT (the Chair again expressed his thanks to all those who had helped to successfully conclude a long-running and potentially serious matter); * engagement with County Council officers over the extended closure of Bradford Bridge, culminating in their presence at a special meeting of the Parish Council attended by 70-80 local residents; and * the continuing campaign to ensure that potholes in the road are repaired by the County Council at the earliest opportunity.   However, the Chair noted that the major priority over the past 12 months had been the project to erect a war memorial to commemorate the centenary of the ending of the Great war (when 9 residents of the village had fallen). The Chair was delighted to report that this project was now coming to fruition, with the groundworks now almost complete and delivery of the stone cross expected in the next month or so.  Looking ahead, the Chair highlighted a number of forthcoming events, such as the annual Best Kept Village Competition; the lighting of the beacon on 11 November in the presence of Nigel Evans MP; and the service of dedication of the war memorial planned for 16 September. (The Village Hall Committee was thanked for their support of the latter event). |  |
| 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:   * Village Hall Management Committee – Parish Cllrs Fox and Wood agree to continue 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. |  |
| 6. | **Ongoing governance issues (as part of Parish Council wider development work):**  Members considered the following draft documentation presented by the Clerk:   * Standing Orders / Financial Regs 2018/19; * Code of Conduct 2018/19; * the Asset Register 2018/19; and * Data Retention Policy / privacy notices 2018/19.   **Resolved**  **The above drafts as presented would be formally adopted for 2018/19, subject to the addition of a leaf blower for inclusion on the Asset Register. The documentation would be revisited and re-presented at the next Annual General Meeting in May 2019.** |  |
| 7a. | **Financial summary – 2018/19:**  The Clerk gave an overview of the Parish Council’s financial position over the course of the previous 12 months, and also looked ahead to anticipated spend during 2018/19 (with particular regard to the expenditure on the war memorial and the Council’s sustained financial viability).  Members noted the position. |  |
| 7b. | **Draft budget proposed for 2018/19:**  The Clerk presented a draft budget for 2018/19, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading. 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 2018/19** |  |
| 8. | **Insurance cover 2018/19:**  It was noted that the Council had renewed its insurance policy with its insurers (Zurich) to cover the period 2018/19. |  |
| 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 2018/19 and invited members to note them for future reference. |  |
| 10. | **Questions from members of the public**  Mr A Marsden enquired as to the amount of cash donations received from residents for the war memorial. The Clerk advised that this figure currently stood at £2.1k, which was agreed to be a commendable effort from a small community. |  |
| 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 7.47pm.**

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| Signed by: |  | |
|  | Date:  29 May 2019 | Cllr A Bristol  Chair |