

**West Bradford Parish Council**

Clerk:

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**Minutes of the Annual General Meeting of West Bradford Parish Council held on Wednesday 10 May 2023 at 7pm at West Bradford Village Hall**

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Vice Chair) Parish Cllr H Best Parish Cllr M Fox
Other members present:	None
Members of the public present:	Mr R Marsden
Apologies:	Cllr K Horkin (RVBC)

1.	<b>Election of the Chair and Vice-Chair of the Council:</b>	
a)	<p><u>Chair:</u></p> <p>Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for the role of Chair during 2023/24. Parish Cllr Bristol was nominated by Parish Cllr Best and seconded by Parish Cllr Chew; no other nominations were made. After a unanimous vote in his favour, Parish Cllr Bristol agreed to retain the chairmanship until the next AGM.</p> <p><b>Resolved</b> <b>Parish Cllr Bristol to continue in the role of Chair for 2023/24</b></p>	AB
b)	<p><u>Vice Chair:</u></p> <p>Parish Cllr Bristol then resumed the role of Chair and sought nominations for the role of Vice Chair. Parish Cllr Chew was nominated by Parish Cllr Best and seconded by Parish Cllr Fox. No other nominations were made. 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><b>Resolved</b> <b>Parish Cllr Chew to continue in her role as Vice Chair</b></p>	RC

<p>2</p> <p>a)</p> <p>b)</p>	<p><b>Declarations</b></p> <p><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>All members</p> <p>As this had been an election year, all members signed their declaration forms as presented by the Clerk.</p>	
<p>3.</p>	<p><b>Welcome:</b></p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council.</p>	
<p>4.</p>	<p><b>Disclosure of interests</b></p> <p>None</p>	
<p>5.</p>	<p><b>Minutes / Matters Arising:</b></p> <p>The minutes of the AGM held on 25 May 2022 meeting were signed by the Chair as a true and accurate record.</p> <p>Proposed by: Parish Cllr H Best Seconded by: Parish Cllr M Fox</p> <p><b>Resolved</b> <b>It was agreed that the minutes of the AGM held in May 2022 would be posted on the Parish Council website</b></p> <p>It had traditionally been the Parish Council's approach to sign off the minutes from an AGM at the subsequent AGM one year later. However, the Clerk had now seen best practice guidance from LALC which indicates that the AGM minutes should be signed off at the next regular meeting of the Parish Council (not in 12 months' time). With the agreement of members, the Clerk indicated his intention to present the minutes from this AGM to the regular meeting to be held on 31 May 2023.</p> <p><b>Resolved</b> <b>Clerk to present the minutes from the AGM at the next regular meeting of the Parish Council, to be held on 31 May 2023</b></p>	<p>Clerk</p> <p>Clerk</p>
<p>6.</p>	<p><b>Chair's Annual Report / general comments:</b></p> <p>The Chair outlined a number of developments which had taken place during the previous 12 months. It had been a busy year, with matters of note including:</p>	

	<ul style="list-style-type: none"> <li>• HARP remained ongoing, with the Parish Council having sought to represent residents' views when engaging with both United Utilities and the Borough Council;</li> <li>• holding a very successful event to commemorate the Jubilee of her late Majesty Queen Elizabeth II (featuring the acquisition of the beacon subsequently located at the Village Hall), as well as supporting the national period of mourning following her death;</li> <li>• achieving the Parish Council's best ever result in the Lancashire Best Kept Village competition, coming runner-up in the Championship class; and</li> <li>• commenting on a number of local planning applications in accordance with the Parish Council's statutory role.</li> </ul> <p>The Chair also thanked the Clerk for his efforts during 2022/23.</p>	
7.	<p><b>Review of representation on or work with external bodies and arrangements for reporting back:</b></p> <p>It was agreed that the following appointments would be made:</p> <ul style="list-style-type: none"> <li>• <i>Village Hall Management Committee</i> – Parish Cllr Fox would remain in this role, and Parish Cllr Chew would seek to support him (with Parish Cllr Bristol deputising for Parish Cllr Chew as required);</li> <li>• <i>Parish Council Liaison Committee</i> - Parish Cllr Bristol agreed to lead on this role, with Parish Cllr Chew deputising for him as required;</li> <li>• <i>Hanson Cement</i> - Parish Cllr Bristol agreed to continue in this role, with Parish Cllr Best deputising for him as required.</li> </ul> <p>With regard to the quarterly LALC meetings, members agreed that – although the Parish Council Liaison Committee would take precedence – they would monitor the agenda for LALC meetings and consider whether to send a representative on an ad hoc basis.</p>	
8.	<p><b>Ongoing governance issues (as part of Parish Council wider development work):</b></p> <p>Members considered the following draft documentation presented by the Clerk:</p> <ul style="list-style-type: none"> <li>• Standing Orders / Financial Regulations 2023/24;</li> <li>• Code of Conduct 2023/24;</li> <li>• Risk Assessment 2023/24*;</li> <li>• Data Retention Policy 2023/24;</li> <li>• Privacy notice – residents 2023/24;</li> <li>• Privacy Notice – staff and councillors 2023/24; and</li> <li>• Model Publication Scheme 2023/24.</li> </ul> <p>*Members noted that this was a new document, and asked the Clerk to update it as appropriate over the coming year.</p>	

	<p><b>Resolved</b>  <b>The above drafts as presented would be formally adopted for 2023/24.</b>  <b>The documentation would be revisited and re-presented at the next Annual General Meeting in May 2024</b></p>	Clerk
9.	<p><b>Financial summary:</b></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><b>Resolved</b>  <b>Members noted the position</b></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><b>Resolved</b>  <b>The draft budget as presented was formally adopted for 2023/24.</b>  <b>Clerk to continue with quarterly monitoring of the budget as agreed</b></p>	Clerk
10.	<p><b>Insurance cover 2023/24:</b></p> <p>The Clerk confirmed that the current Zurich policy would run from 1 June 2023. The renewal premium was £251.42 including tax (this being the sum as charged for at least the past 2 years of cover).</p> <p><b>Resolved</b>  <b>Members approved renewal of the Zurich insurance contract and authorised the Clerk to make payment</b></p>	Clerk
11.	<p><b>Asset Register 2023/24</b></p> <p>The Clerk presented an updated Asset Register for 2023/24.</p> <p><b>Resolved</b>  <b>Members approved the draft Asset Register for 2023/24</b></p>	

12.	<b>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:</b>  The Clerk presented a revised list of meeting dates for 2023/24 and invited members to note them for future reference.	
13.	<b>Questions from members of the public</b>  None	
14.	<b>Any Other Business</b>  No other business was reported.	
	<b>Date / time of next meeting:</b>  The next ordinary meeting of the Parish Council will be held on 31 May 2023.	

**The meeting closed at 7.12pm.**

Signed by:		
	Date: 31 May 2023	Cllr A Bristol Chair <i>Audover BML</i>