



## Annual Meeting of the Parish Council

<b>Date:</b>	14th May 2025		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: Houghton, Ramsbottom; Birtwhistle.		
<b>In attendance:</b>	Clerk to the Council: Greera Norse RFO: Mike Hill.		
<b>Meeting started:</b>	18:25	<b>Meeting closed:</b>	19:00

**1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.**

Cllr. Houghton was elected Chair for the next 12 months.

**2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.**

Cllr. Scholfield via communication with the chair expressed a willingness to continue as vice chair. Cllr. Scholfield was duly elected as Vice Chair for the next 12 months.

**3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.** The Chair signed the Declaration.

**4. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr. Scholfield who was unable to attend due to the revised date for the meeting.

**5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NONREGISTRABLE INTERESTS.**

There were no declarations of interest.

**6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8th MAY 2024.**

The minutes were approved and signed by Cllr. Houghton who chaired the 8 May 2024 meeting.

**7. PUBLIC PARTICIPATION.**

There was no public participation.

**8. EXTERNAL AUDIT MATTERS:**

**8.1 APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2025.** The Financial Statements to 31 March 2024 were approved.

**8.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2025/2025.** The Chair signed the Certificate of Exemption.

**8.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2024/2025.** The Chair signed Section 1.

**8.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2024/2025.**

The Chair signed section 2

**9.APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES**

**9.1 TO APPOINT AN AUDITOR FOR 2025/2026 AND 2026/2027**

Dianne Harvey was appointed

**9.2 TO APPOINT REPRESENTATIVES TO ATTEND RVBC PC LIAISON MEETING**

Attendance will be rotated amongst Councillors

**9.3 TO APPOINT A REP. TO WHALLEY EDUCATIONAL FOUNDATION**

Cllr. Scholfield to continue in this role

**9.4 TO APPOINT A REP. TO THE WHALLEY, WISWELL AND BARROW BURIAL COMMITTEE**

Cllr Scholfield to continue in this role

**9.5 MANAGEMENT OF/ LIAISON ALL ASPECTS OF THE LENGHTMAN'S SCHEME**

Cllr Scholfield to continue in this role

**9.6 ACTIVITIES INVOLVING LCC RIGHTS OF WAY INCLUDING REPORTING DEFECTS**

Cllr Scholfield (monitoring and reporting defects), supported by Cllr Houghton (footpaths)

**9.7 ACTIVITIES INVOLVING LCC HIGHWAYS & STREET LIGHTING (MONITORING ETC)**

Cllr Scholfield

**9.8 LIAISON WITH WISWELL SOCIAL GROUPS**

Cllr Houghton

**9.9 REMEMBRANCE SUNDAY**

Admin (invitations, wreath etc) the Clerk. On the day activities Cllrs Houghton /Scholfield

**9.10 ROUTINE DEFIB CHECKS**

Cllr Houghton... defects reported to the clerk to remove from system.

**9.11 CO-ORDINATING PC RESPONSES TO PLANNING APPLICATIONS**

Cllr Ramsbottom

**9.12 CARRYING OUT VILLAGE AMMENITY ACTIVITIES; LIAISON WITH AGENCIES/ VOLUNTEERS**

Joint responsibility

**9.13 OTHER ACTIVITIES**

Flag Master-Cllr Houghton

PC Noticeboard- Joint responsibility clerk /Cllr Scholfield

Road Safety working group-Cllr Scholfield.

**10.REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGISTERS & REGULATIONS**

**10.1 Asset Policy and Register: Adopted 05/07/2023.**

**10.2 Risk Register and Policy: Adopted 06/03/2024.**

**10.3 Standing Orders: Re-adopted 06/03/2024.**

**10.4 Complaints Procedures: Adopted 03/01/2023.**

**10.5 Equal Opportunities Policy: Adopted 07/03/2023.**

**10.6 Financial Regulations: Adopted 07/03/2023.**

**10.7 Model Publication Scheme: Adopted 07/03/2023.**

**10.8 Data Protection Registration: Expires 01/03/2025.**

**10.9 Business Plan: Due for review.**

**10.10 Insurance Policy .valid until Nov 2025**

**10.11 Privacy notice: Adopted 01/11/22**

**10.12 Code of conduct: Adopted 18/09/2018**

The Council decided to review policies and procedures in a stepped way looking at 2 or three policies in detail at each meeting

**11. APPROVE MEETING DATES FOR 2025-26**

**Dates approved 2025: 2<sup>nd</sup> July; 3<sup>rd</sup> September; 5<sup>th</sup> November**

**Dates approved for 2026: 7<sup>th</sup> January, 4<sup>th</sup> March, 6<sup>th</sup> May**

*R. Steyart*

