



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
TUESDAY 10 MAY 2022, PENDLETON VILLAGE HALL 6.30pm**

**Present: Councillors: S. Houghton, J. Pursglove, A Scholfield (Acting Clerk)**

**In attendance: Mrs. Maureen Robinson.**

**Minute reference 220510**

**1. To elect the Chairman for 2022-2023.**

Councillor S Houghton was elected as Chairman.

**2. To elect the Vice Chairman for 2022-2023.**

Councillor A Scholfield was elected as Vice Chairman.

**3. To approve as a correct record the minutes of the Parish Council Meeting held on 1 March 2022.**

The minutes were approved and signed by the Chairman.

**4. To receive apologies for absence.**

Councillor R Thompson had given his apologies due to RVBC business; these were accepted.

**5. To receive declarations of disclosable pecuniary and other registrable and non-registrable interest.**

There were no declarations of interest.

**6. Co-option of Councillors**

RESOLVED to co-opt Councillor Judith Pursglove who was welcomed by members.

**7. Public participation**

Members welcomed Mrs Maureen Robinson and thanked her for her continuing interest and support. Mrs Robinson confirmed her willingness to continue in an advisory role for Coronation Garden and explained the changes in the administration of the Best Kept Village competition.

**8. Finance Report**

**a) To appoint an internal auditor for 2021-22 and 2022-23.**

RESOLVED to appoint AER Accountants Limited (Alan Rogers) at a fee of £200 per annum.

**b) To approve the financial statements to 31 March 2022.**

RESOLVED to approve the financial statements to 31 March 2022, subject to a satisfactory internal audit report.

**c) AGAR 2021-22 Form 2, Certificate of Exemption.**

RESOLVED to authorise the Chairman to sign the Certificate of Exemption.

**d) AGAR 2021-22 Section 1, Governance Statement**

RESOLVED to authorise the Chairman to sign the Governance Statement subject to a satisfactory internal audit report.

**e) AGAR 2021-22 Section 2, Accounting Statement.**

RESOLVED to authorise the Chairman to sign the Accounting Statement subject to a satisfactory internal audit report.

**f) To approve the 2022-23 Financial Statements to date.**

RESOLVED to approve the financial statements to date.

**g) To approve payments**

RESOLVED to approve the cheque payments and ratify the Direct Debit payments (previously approved overall at the March meeting):

No	Description	Invoice	Cheque	Date	Amount £
1	Cemetery Levy 2021-2022	Email 19 March	100917	10/05/22	74.00
2	NALC Subscription 22/23	2223117	100978	10/05/22	54.78

No	Direct Debit Description	Invoice	Payment Date	Amount £
1	Easywebsites, Web Hosting and Design, set-up	01-491-1	May 2022	600.00
2	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/04/22	31.20
3	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/05/22	31.20
4	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/06/22	31.20
5	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/07/22	31.20
6	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/08/22	31.20
7	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/09/22	31.20
8	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/10/22	31.20
9	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/11/22	31.20
10	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/12/22	31.20

**9. To consider a change of banking services provider.**

RESOLVED to investigate alternatives to Barclays, including Unity Trust Bank as used by other parish councils.

**10. To approve the appointment of the Clerk and Responsible Financial Officer.**

RESOLVED to appoint Mr Mike Hill from 7 June 2022, working 25 hours per month and subject to review after one year.

**11. To approve meeting dates for 2022-23.**

RESOLVED to hold meetings on 5 July, 6 September, 1 November 2022, 3 January, 7 March and 9 May 2023.

**12. To appoint a representative to Whalley Educational Foundation for 2022-23.**

RESOLVED that Councillor Scholfield should continue as the representative, noting that his original appointment expires on 22 January 2023.

**13. To appoint representatives to Whalley, Wiswell and Barrow Joint Burial Committee.**

RESOLVED that Councillor Scholfield should continue in the interim arrangement of one representative from each of the parish councils, pending the implementation of a new constitution and structure.

**14. To appoint representatives to the RVBC Parish Council Liaison Committee.**

RESOLVED to rotate the attendance at meetings.

**15. To appoint a representative to the Ribble Valley branch of the Lancashire Association of Local Councils.**

RESOLVED to take no action as the branch is not currently functioning.

**16. To receive reports from Councillors.**

Councillors Houghton and Scholfield reported on the plans for a Village Jubilee celebration to be held on Friday 3 June organised jointly between the parish council and residents.

**Signed:**

**Date:**