

MINUTES

Draft version for approval at the Parish Council meeting on 21.07.21.

Of the Annual meeting which took place on Wednesday 23rd June 2021 at Barnacre Memorial Hall.

Present:

Councillors Commander, Fennell, Forshaw, Gorst, Howell, J Ibison & Marsh.

1. Election of Chairperson

It was proposed by Cllr Forshaw, seconded by Cllr Marsh that Councillor Commander takes office as Chairperson.

Under the Local Government Act 1972 (83(4)) the Chairperson signed the Declaration of Office.

2. Election of Vice Chairperson

It was proposed by Cllr Howell, seconded by Councillor Forshaw that Councillor Marsh be Vice Chairperson.

Under the Local Government Act 1972 (83(4)) the Vice Chairperson signed the Declaration of Office.

3. Apologies:

None

4. Declaration of interests

None to declare.

5. Period of Public discussion

The meeting was not adjourned – no public present and there would be an adjournment in the regular meeting of the Parish Council that followed for discussion.

6. Personnel Advisory Committee

Members / meetings / quorum were discussed. **It was resolved that there be 4 members of this committee; Councillors Howell, Commander, Fennell & Gorst and that quorum remain at 3 members. Unless the need to call a meeting before, the committee would continue to meet annually, ahead of the January 2020 regular meeting.**

7. Appoint representatives for other committees / forums

Representatives were discussed and **it was resolved that the following reps for various committees / forums be appointed:**

LALC/Wyre Area Committee – Councillors Forshaw & Howell.

Flood Forum – Councillor Ibison.

Garstang Town Council Neighbourhood Plan – Councillors Fennell & Howell.

Dimples Lane Almshouses committee – Councillor Ibison remains a trustee on this committee; however there are decisions to be made in relation to amalgamating with Garstang Town Trust. Once this has been established / confirmed Councillor Ibison will report back to the Parish Council and a representative will be confirmed.

8. Planning

Roles / Areas discussed and it was **resolved that initially, planning applications for Calder Vale would go to Councillors J Commander & H Gorst. Barnacre (higher areas) would go to Councillors J Ibison & J Marsh. Barnacre (lower areas) (Dimples / Bowgreave / Garstang) would go to Councillors Fennel & Forshaw with Councillor Howell (Chair) overseeing all. Extra ordinary meetings would be called to discuss applications as appropriate.**

9. Financial Regulations

The Financial Regulations were discussed, and **it was resolved that additional inclusions were required to cover online banking transactions being presented at each Council meeting and that if payment of an invoice was required before the next scheduled Parish Council meeting; approval via email from two Councillors would be acceptable and the payment be then included on the next meeting agenda as a retrospective payment for approval from the full Council.**

10. Standing orders

The Standing ordered were discussed, and **it was resolved that these should be adopted with a small amendment to para 25. Expenditure – (27) should read (29).**

11. Approval of accounts for year ending 31 March 2021

Clerk presented the accounts for 2020/21 (not yet audited) **It was resolved these be accepted.**

12. Exemption certificate for annual audit 2020/21

As the Parish Council neither received gross income, nor incurred gross expenditure, exceeding £25,000 in the tax year ending 31st March 2021, **It was resolved that the Parish Council wished to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (smaller Authorities) Regulations 2015 and the exemption certificate be signed by the Chairman and the RFO. An analysis of variances and bank reconciliation plus the information required be Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights would be fully completed and along with the exemption certificate, published on the Parish website.**

13. Annual Governance Statement & Accounting Statements 2020/21

Part 1 & part 2 of Annual Return was approved and signed by RFO & Chair.

14. Accounting Statements 2020/21

Accounting statements were answered and signed by RFO & Chair.

15. Annual insurance 2019/20

Renewal of the Parish Council's annual insurance premium and the existing long term agreement with Zurich was discussed and **it was resolved that the premium of £324.61 be paid.**

Meeting closed at 7.53pm.

SignedChair

Date