

## Windle Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 18 May 2021 at 7pm at Eccleston Village Hall, Kiln Lane

Present Councillor R Barton (Chairman)  
Councillor A Bate (Deputy Chairman)  
Councillor N Ashcroft  
Councillor S Bate  
Councillor A Dockerty  
Councillor R Greatorex  
Councillor K Roughley

Also in Attendance: J Anderson (Clerk)

- 1 Prayers: The outgoing Chairman, Cllr Ken Roughley, welcomed everyone to the meeting. He opened the meeting with prayers for the work of the Council.
- 2 Apologies: None

Cllr Roughley read out his annual Chairman's report.

"My third term of office should have ended in May 2020 but due to the Covid Pandemic and the government's lockdown policy, I was asked if I would continue for a further 12 months, the first time this has happened in Windle Parish, until we could consider a change in the Chairmanship when the lockdown would hopefully be over. This has only just changed on 17 May 2021. During the lockdown period all the Parish Council meetings were held virtually via the Zoom application, something very new and interesting and improving our technical knowledge, thanks to Janet for setting up the provision for the Zoom meetings.

"My fourth term of office has been very different if nothing else, there has been no Christmas tree lighting ceremony, no school presentations, no garden competition and no production of the Parish newsletter. There was no Remembrance Day ceremony at the Cenotaph in Victoria Square but we took the decision to lay the wreath at the foot of the 'Tommy' statue in the school grounds. This was well received and enjoyed by the school children so much so that the Parish Council have agreed to do this annually as well as the wreath at the Cenotaph.

"Before the virtual Parish meeting on 20 April, the meeting held a minute's silence as a mark of respect for Her Majesty the Queen with the sad loss of her husband the Duke of Edinburgh.

"I hand over the Chain of Office to Parish Councillor Richard Barton and wish him well. I know he will do a first class job.

"My report this year is very short due to the lack of official duties but I would like to conclude my report with a few words of thanks to my fellow Parish Councillors who have supported me during my term of office. Thanks to our Parish Clerk, Janet Anderson, for her guidance and support.

"I look forward to continuing to serve you as your Parish Councillor."  
Cllr Ken Roughley

- 3 Acceptance of Office/Declaration of Interest: All Councillors checked and signed Acceptance of Office and Declaration of Interests forms.
- 4 Appointment of Chairman for the Forthcoming Municipal Year:  
**It was proposed, seconded and resolved** that Cllr Richard Barton be appointed Chairman for the forthcoming municipal year and having accepted his appointment was installed as Chairman. He thanked Cllr Roughley for continuing for a second year.
- 5 Appointment of Deputy Chairman:  
**It was proposed, second and resolved** that Cllr Ann Bate be appointed as Deputy Chairman for the forthcoming municipal year.
- 6 Council Procedures and Appointment of Committees: **Resolved that**:
  - (a) meetings, generally, would be held on the third Tuesday of each month commencing at 7.00pm, except in August, when there would be no meeting. Quorum would be 3 members. The Annual Assembly would be held in March 2022.
  - (b) a Finance Committee would give initial consideration to appropriate matters and make recommendations to the Parish Council. The Committee would comprise of the Chairman, Deputy Chairman, immediate past year's Chairman or any substitute member at the discretion of the Chairman.
  - (c) for planning applications requiring early attention there be delegated powers to the Chairman, Deputy Chairman and a Parish Councillor resident in the vicinity of the site in question to consider the application.
- 7 Standing Orders: **Resolved** to continue to use the SLCC model Standing Orders and Chairmanship.
- 8 Banking, Accounts and Financial Procedures: **Resolved that**:
  - (a) the NatWest Bank continue to be the Council's bank and cheques be signed by 2 members of the Council plus the Clerk to the Council in accordance with the current mandate.
  - (b) the Financial Regulations issued by SLCC continue to be used.
  - (c) the responsibility for the financial affairs of the Council be vested in the Clerk to the Council, as the Responsible Financial Office (RFO).
  - (d) Councillors on Ecclesfield Management Committee be delegated authority to sign cheques in accordance with the management agreement.
  - (e) Mr Anthony Scott to take on the role of internal auditor for 2021/22
- 9 Code of Conduct: **Resolved that**: the model Code of Conduct adopted by St Helens Council be adopted by Windle Parish Council for 2021/22.
- 10 Representation on Other Bodies: **Resolved that**: the following members of the Council be approved as representatives on the following bodies:
  - (a) Ecclesfield Management Ctte – Cllr Barton and Cllr Greatorex
  - (b) Clerk a member of SLCC

The meeting closed at 7.15pm

Signed:  
Chairman

Date: