

Windle Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 21 May 2024 at 7pm at Eccleston Village Hall, Kiln Lane

Present: Councillor Dockerty (Chair)
Councillor Almond
Councillor Barnes
Councillor Barton (Deputy Chair)
Councillor Riley

Also in Attendance: 3 Police Officers
J Anderson (Clerk)

- 1 Prayers: Cllr Dockerty welcomed everyone to the meeting. He opened the meeting with prayers for the work of the Council.
- 2 Apologies: Councillor Donnelly and Councillor Greatorex
- 3 Acceptance of Office/Declaration of Interest: All Councillors completed Acceptance of Office and Declaration of Interests forms.
- 4 Appointment of Chair for the Forthcoming Municipal Year: **It was proposed, seconded and resolved** that Cllr Barton be appointed as Chair for the forthcoming municipal year.

Cllr Dockerty thanked all the Councillors and the Clerk for their support during his time as Chair.

Cllr Barton took the Chair and thanked Cllr Dockerty for his hard work over the past 2 terms.

- 5 Appointment of Deputy Chair: **It was proposed, seconded and resolved** that Cllr Riley be appointed as Deputy Chair 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 2025.
 - (b) a Finance Committee would give initial consideration to appropriate matters and make recommendations to the Parish Council. The Committee would comprise of the Chair, Deputy Chair, immediate past year's Chair or any substitute member at the discretion of the Chair.
 - (c) for planning applications requiring early attention there be delegated powers to the Chair, Deputy Chair 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 Society of Local Council Clerks' (SLCC) model Standing Orders.

- 8 Banking, Accounts and Financial Procedures: **Resolved that:**
- (a) the NatWest 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. Online payments will be made to pay the Clerk and any agreed payments.
 - (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 Officer (RFO).
 - (d) Councillors on Ecclesfield Management Committee be delegated authority to sign cheques in accordance with the management agreement.
 - (e) Ms Amanda Roberts to continue the role of internal auditor for 2024/25.
- 9 Code of Conduct: **Resolved that:** the model Code of Conduct adopted by St Helens Council be adopted by Windle Parish Council for 2024/25.
- 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 – Cllrs Barnes, Barton, Greatorex and Riley.

The meeting closed at 7.30pm

Signed:
Chair

Date: