**MINUTES OF THE ANNUAL MEETING OF MELLOR PARISH COUNCIL HELD**

**AT St. Mary’s School, Mellor on 5th May 20222 AT 7.00 P.M.**

### **Present:**

Cllrs. S. Brunskill Q. Colborn, D. Crooks, M. Johnson, A. Mellor, M. O’Grady, M. Venables, R. Walsh

In attendance: Borough Cllr. R. Walsh , 13 Members of the Public & Parish Clerk

### **Welcome:**

Clerk welcomed all to the Meeting.

1. **Election of CHAIRMAN for Mellor Parish Council who will then sign Acceptance of Office of Chairman**
	1. There were no nominations for Chairman of Mellor Parish Council. Members were aware that Cllr. Marsden was prepared to stand & that it was lawful for this to be resolved in his absence.
	2. Since there were no nominations, an election of Chairman of the Meeting took place and it was

**RESOLVED Cllr. Colborn be appointed as Chairman of the Meeting**

1. **To accept and approve any apologies for absence**

2.1 Apologies had been received from Cllrs. Hymas (family occasion) & Marsden (delay to return from holiday) : Police Community Support Officer Aimee Jarrett had also sent apologies and it was

**RESOLVED that those apologies be accepted and approved**

1. **To note the Minutes of the Previous Annual Parish Council Meeting, last held on 20 May 2021. The Minutes of the Annual Parish Council Meeting held on 20 May 2021 were duly approved and signed on 27 May 2021. All Parish Council Minutes are on Mellor Parish Council’s website**

3.1 The meeting noted that the Minutes from the Annual Parish Council Meeting held on 20 May 2021 had been accepted and approved

1. **To consider and approve (including any amendments) to Mellor Parish Council policies (on Parish Council website)**
2. **Standing Orders**
3. **Code of Conduct**
4. **Accessibility Statement**
5. **Grievance Policy**
6. **Privacy Policy**
7. **Complaints Policy**
8. **Anonymous Complaints Policy**
9. **Vexatious Complaints Policy**
10. **Protection of Councillors & Staff**
11. **Retention Policy**
12. **Grants Policy**
13. **Fixed Asset Register**
14. **Financial Regulations**
15. **Finance Committee Terms of Reference**
16. **Communications Policy**
17. **Recording at Meetings Policy**
18. **Equality Policy**
19. **Publication Scheme**

4.1 Members considered the need for review of all policies & agreed that each Member review one policy, and then bring review points to Parish Council for approval.

1. **To consider and approve that Mellor Parish Council continues to operate under the General Power of Competence**
	1. Clerk explained that General Power of Competence requirements were currently met, rather than specific powers necessary for individual actions by Council. Requirements included a Qualified Clerk & at least two thirds of Members having been elected at the last Election. It was therefore

**RESOLVED that Mellor Parish Council continue to function under the General Power of Competence.**

1. **To consider and approve Annual Governance & Accounts Statements**
2. **Annual Governance Statement to 31 March 2022**
3. **Internal Audit Report to 31 March 2022**
4. **Annual Accounting Statements to 31 March 2022**
5. **Period for the Exercise of Public Rights (recommended to be Monday 13 June 2021 to Friday 22 July 2021 inclusive)**

6.1 It was agreed that Item 6 be entirely dealt with in the Parish Council Meeting following this Annual Parish Council Meeting

1. **Election of Officers – note that Chairman & Vice Chairman are ex-officio members of all Committees & Working Parties**
* **Vice Chairman (if required, since this is not a legal requirement).**
* **Finance Committee (Terms set up 23.06.2021)**
* **Asset Working Party / Committee with defined remit & powers**
* **Play Area Working Party / Committee (including the Playground Officer) with defined remit & powers**
* **Planning Applications are now considered by all Parish Councillors, initially by email**
* **RVBC Liaison Representatives – 2 Representatives**
* **MCA Representative- *note that 2 representatives are allowed, but they do not have a vote and a Deputy is to be elected.***
* **RV LALC Area Liaison Committee (3 voting members are allowed)**

7.1 There were no nominations for Vice Chairman, although Cllr. Hymas had informed that he was willing to stand, despite his absence.

7.2 Finance Committee was agreed to comprise Cllrs. Hymas, Marsden, Venables, Walsh & Clerk

7.3 Asset Committee was deferred until Council had agreed Terms of Reference and any Powers. Members to consider whether an Asset Committee should include the Play Area

7.4 Planning was agreed to be initially considered by all Council following circulation of details by email

7.5 RVBC Parish Council Liaison Committee; whilst others may attend, it was

**RESOLVED that Cllrs. Hymas & Marsden be Mellor Parish Council’s representatives**

7.6 Mellor Community Association – Cllrs Crooks & Venables were appointed to represent the Parish Council on the Association

7.7 RV Lancashire Association of Local Councils: it was noted that this body is not currently meeting, will probably meet virtually in future & this item was therefore deferred.

1. **To confirm suggested dates for Parish Council meetings in the year 2021/23*Including venue & frequency***

8.1 Members considered various venues but considered that St. Mary’s School was the preferred option.

8.2 Following consideration it was

**RESOLVED that Mellor Parish Council would continue to meet on the first Thursday of each month (except January & August) at St. Mary’s School, starting at 7.00pm.**

1. **Any Other Annual Parish Council Meeting Business**

There was no other Annual Parish Council business

**Cllr. Colborn in his role as Chairman then thanked all for their attendance and closed the Annual Meeting of the Parish Council 2022 at 7.20pm**