



**Minutes of the Annual Meeting of Rainford Parish Council
held in the Council Chamber at Rainford Village Hall, Church Road, Rainford
on Friday 17 May 2019 commencing at 6.15pm**

Present:

Councillors: Brown, Collins, Grice, Jones, Lee, Long, Monk, Reynolds (Chairman), Sterry,
Travis, Wesley

In Attendance: Sally Powell (Clerk)
Victoria Swainbank (Administration Assistant)
6 Residents

1. To elect the Chairman of Rainford Parish Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office:

Councillor Reynolds welcomed everyone to the meeting, especially the newly elected Councillors who had not been members before.

Councillor Reynolds proposed Councillor Monk as Chairman of Rainford Parish Council for 2019/20. This was seconded by Councillor Wesley and agree unanimously.

Councillor Reynolds handed the Chain of Office to Councillor Monk who then read out and signed the Declaration of Acceptance of Office.

2. To elect the Vice Chairman of Rainford Parish Council for 2019/20 and to receive the Vice Chairman's Declaration of Acceptance of Office:

Councillor Lee proposed Councillor Long as Vice Chairman of Rainford Parish Council for 2019/20. This was seconded by Councillor Brown and carried unanimously.

Councillor Long took his place next to Councillor Monk and read and signed the Declaration of Acceptance of Office.

3. To receive apologies for absence:

Councillors: Bardsley (Away), Nichols (Business)

4. To co-opt a Councillor for Mossborough Ward:

Section 21 of the Representation of the People Act 1985 applies as at the ordinary election of parish councillors held on 02.05.19, an insufficient number of persons were nominated to fill the vacancies. Therefore, members may co-opt any person or persons to fill the vacancies remaining unfulfilled

Councillor Grice proposed Colin Newton to fulfil the vacancy as a member for Mossborough Ward. This was seconded by Councillor Brown and carried unanimously.

5. To co-opt a Councillor for Randle Ward:

Section 21 of the Representation of the People Act 1985 applies as at the ordinary election of parish councillors held on 02.05.19, an insufficient number of persons were nominated to fill the vacancies. Therefore, members may co-opt any person or persons to fill the vacancies remaining unfulfilled

Councillor Reynolds proposed Chris Lamb to fulfil the vacancy for Randle Ward. This was seconded by Councillor Lee and carried unanimously.

6. To receive the Declaration of Acceptance of Office from all Councillors present:

Each Councillor who had not already done so, read and signed the Declaration of Acceptance of Office

7. To receive any declarations of interest from Members and update the register:

All Members declared disclosable pecuniary interests and other interests by updating the register accordingly. *(As required by the Rainford Parish Council Code of Conduct for Members and by the Localism Act 2011).*

8. To resolve to receive the Declaration of Acceptance of Office on 20.05.19 or 24.06.19 from members not present:

Councillor Jones proposed that members not present be allowed to sign the Declaration of Acceptance of Office on 20.05.19 or 24.06.19. This was seconded by Councillor Grice and carried unanimously

9. To approve the minutes of the Annual Meeting of Rainford Parish Council held on 04.05.18:

The minutes of the meeting held on 04.05.18 were proposed as a true and accurate record by Councillor Monk. This was seconded by Councillor Reynolds and carried unanimously.

10. To Approve and Adopt the Standing Orders for Rainford Parish Council:

Councillor Monk proposed the re-adoption of the existing Standing Orders for Rainford Parish Council for 2019/20. This was seconded by Councillor Reynolds and carried unanimously.

The Chairman announced his intention to propose revisions to the Standing Orders at the meeting of Rainford Parish Council to be held on 24.06.19.

11. To Approve and Adopt the Code of Conduct for Rainford Parish Council:

Councillor Monk proposed the re-adoption of the existing Code of Conduct for Rainford Parish Council for 2019/20. This was seconded by Councillor Reynolds and carried unanimously.

12. To Appoint an Internal Auditor for 2019/20:

Councillor Jones proposed that Jacqueline Wilburn FCA CTA, Chartered Accountant & Chartered Tax Adviser be appointed as the Internal Auditor for Rainford Parish Council for 2019/20. This was seconded by Councillor Reynolds and carried unanimously.

13. To review Committee Structures and to appoint members to serve on the under mentioned Committees:

- **Bar Refurbishment**
- **Finance, Planning & Administration**
- **Community Development**
- **Health & Safety**
- **Personnel**

Councillor Monk proposed that this item and item 14 be deferred to the Full Council meeting on 20.05.19. This was seconded by Councillor Reynolds and carried unanimously.

14. To review the Committee terms of reference

In conjunction with item 13, the Chairman deferred this item to the Full Council meeting on 20.05.19.

15. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

Councillor Reynolds proposed that Council meetings are held on the fourth Monday of the month. Exceptions to this are:

August when no meeting is held

When the fourth Monday is a Bank Holiday, Easter Monday or Christmas Day or Boxing Day. In this instance the meeting will be held on the 3rd Monday of the month. Meetings will always commence at 7pm. This was seconded by Councillor Grice and carried unanimously.

There being no other business, the meeting closed at 7pm.

Chairman, Rainford Parish Council