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**Draft MINUTES OF MEETING OF BUCKWORTH PARISH COUNCIL HELD**  
**On Monday 22 May 2019 in Buckworth Cricket Club**

**PRESENT** Chairman Cooper, Cllrs Morrison, Warrener, Hateley and RFO Mrs H Cooper

**1. APOLOGIES FOR ABSENCE NONE RECEIVED**

1.a **OPEN FORUM** This will last for 10 minutes. Members of the public may ask question or raise points on items on this agenda or, for inclusion at the next meeting. Council Members may speak concerning items for which they are declaring a prejudicial interest. Once the meeting starts, members of the public are reminded that they may not speak. None present

1.b **COUNCILLOR'S INTERESTS** To receive from Councillors declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda items. See also flow chart from HDC, a copy of which has been given to each councillor for reference purposes.

**2. Election of Chairman**

a. **Election of Chairman and signing of acceptance of office . Cllr Warrener nominated P Cooper and Cllr Morrison seconded and Cllr Cooper duly elected. The Acceptance of Office was signed.**

b. **Election of Vice Chairman – Cllr Morrison nominated Cllr Hateley and Cllr Warrener seconded. Cllrs Hateley duly elected and the Acceptance of Office signed.**

c. **The RFO Mrs Hazel Cooper confirmed her continuance as did the Acting Clerk Cllr Morrison.**

**3. Adoption of Standing Orders – this was postponed till next meeting**

**4. Adoption of financial Regulations – this was postponed till the next meeting**

**5. Review of policies – this was postponed till the next the next meeting.**

**6. Minutes of last meeting 15 April 2019 – these were agreed as a true record and duly signed**

**7. Matters arising**

a. **Co-option of new parish councillor – there had been to date one written and one verbal request for co-option. It was agreed to ask for written confirmation from both. It was proposed that the Council look into increasing its members to allow for both people to be co-opted or to look at any other alternatives. To allow for various bodies to be approached it was agreed to postpone this decision till next meetin**

b. **Appointment of Parish Clerk – It was agreed to continue this as an agenda item.**

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#### **4. Finance and General Purpose and cheques for signing**

- a. The RFO reported that the internal audit had been signed off by Roger Walters.
- b. 2018/19 Annual Audit and Governance statement was signed for submission of return
- c. The accounting statements 2018/19 were presented for the consideration of the meeting and were approved and signed by the Chairman
- d. Payments for approval and cheques for signing 100512 to Beam for grass cutting £55. It was agreed to subscribe to Councils and Clerks direct at a cost of £12 per annum
- e. Date of next meeting – 22 July 2019
  
- f. Notices and Correspondance
  - a. CAPALC membership renewal
  - b. Application for co-option

The meeting closed at 21.30

