

## Windle Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 17 May 2022 at 7pm  
at Eccleston Village Hall, Kiln Lane

Present Councillor Uddin (Chair)  
Councillor Dockerty (Deputy Chair)  
Councillor Lloyd

Also in Attendance: J Anderson (Clerk)

- 1 Prayers: Cllr Uddin welcomed everyone to the meeting. The Clerk opened the meeting with prayers for the work of the Council.
- 2 Apologies: Cllrs Baines, Dickinson, Donnelly and Greatorex.
- 3 Acceptance of Office/Declaration of Interest: All Councillors completed 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 Uddin remain as Chair for the forthcoming municipal year.
- 5 Appointment of Deputy Chairman: **It was proposed, second and resolved** that Cllr Dockerty remain 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 2023.
  - (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 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. Online banking had been approved by Councillors and was being processed.
  - (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 take on the role of internal auditor for 2022/23

- 9 Code of Conduct: **Resolved that**: the model Code of Conduct adopted by St Helens Council be adopted by Windle Parish Council for 2022/23.
- 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 Baines, Lloyd and Uddin
  - (b) Clerk a member of SLCC

The meeting closed at 7.10pm

Signed:  
Chairman

Date: