***Draft* MINUTES OF MEETING OF BUCKWORTH PARISH COUNCIL HELD**

**On Monday 25 November 2019 in Buckworth Cricket Club**

**PRESENT** Chairman Hateley, Cllrs Morrison, Warrener and Ward

1. **APOLOGIES FOR ABSENCE - Cllr Henderson-Begg**

1. **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.

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. None received

**2. Minutes of the last meeting – 21 October 2019 were agreed and signed as a true record.**

**3. Matters arising**

**a. The bank mandate has now been change**

**4. Agenda Items**

**a.**  Review of standing orders and policies. It was agreed to adopt the reviewed and revised Standing Orders and policies and that these would be reviewed at the Annual Meeting in May. Cllr Ward to be the nominated Child Protection Officer. These revised policies to be published on council website.

b. Appointment of Parish Clerk – it was agreed that this issue needs to be actively reviewed at next meeting with a view to advertising for a clerk. The implications for the precept were discussed.

c. Village defibrillator – letters had been sent to David O’Brian confirming both the Council’s donation to the Community First Responder Scheme and his undertaking of the maintenance of the defibrillator. All documentation to be handed over to him along with request to order new pads.

d. Proposal for VE Day celebrations – there will be a community meeting in the Cricket Club on 5 December and this will be advertised in the newsletter. There will be a report at next PC meeting.

f. Parish council communication policy, social media policy and newsletter – the newsletter has gone out to every household. It was agreed that the Parish Council should have a Facebook page and should also use Next Door. Administration rights on Facebook page to be with Cllrs War and Morrison. It was agreed to ask parishioners permission for the Council to hold their email addresses and this will be actioned in 2020.

g. Precept – it was agreed to set the precept for 2020/21 at £2500

**5.Finance and General Purpose and cheques for signing**

**a.** In the absence of the RFO a short financial statement was circulated. The bank statements to be signed and reconciled at next meeting

b. Councillor’s queries and reports – following the attendance of Cllrs Ward and Henderson-Begg at CAPALC councillor training various issues have been highlighted, including the appointment of a paid Clerk and the church grass cutting. It was agreed that both issues be researched further and CAPALC to be consulted before the next meeting.

**d. Dates of next meetings – 6 January 2020 and 24 February 2020**

The meeting ended at 21.15 pm

Fiona Morrison

Acting Clerk