

# **BRIGHAM PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on 5<sup>th</sup> May 2020

**Councillors:** Mrs M. Light, Mr D. Wilson, Dr M. Greaves, Mr R. Barber, Mr J. Myers and Miss S. Simcox

**Clerk:** Mrs D. Holliday

## **1. Apologies of absence notified to the Clerk**

Cllrs Cockburn, Farebrother and Kennon

## **2. Election of Chairperson and Vice Chairperson**

### **Chairperson**

Cllr Light was proposed by Cllr Barber and seconded by Cllr Myers. Cllr Light agreed to be Chairperson and the appropriate document signed.

### **Vice-Chairperson**

Cllr Wilson was proposed by Cllr Light and seconded by Cllr Simcox. Cllr Wilson agreed to be Vice-Chairperson and the appropriate document signed.

## **3. Clerk's Contract**

Clerk Holliday explained that the completed Contract had been read and agreed to prior to the Meeting.

## **4. To Approve the Minutes of the Meeting held on the 7<sup>th</sup> May 2020**

The Minutes were proposed by Cllr Barber and seconded by Cllr Greaves.

## **4. Quorate (9 full members, 50% plus 1 = minimum 5)**

Clerk Holliday explained that with 7 Cllrs the Quorate should be 4 Cllrs to allow a Meeting to proceed. This was AGREED by all Councillors.

## **5. Appointment of Planning Sub-committee**

Cllrs Greaves, Myers, Wilson, and Barber

## **6. Appointment of Business Liaison working party**

Cllrs Myers and Light

## **7. Appointment of Village Quality working party**

Cllrs Wilson, Barber and Simcox

## **8. Appointment of Open Spaces working party**

Cllrs Myers, Greaves and Wilson

## **9. Appointment of Communication working party**

Cllrs Greaves, Barber and Wilson

## **9. Appointment of Finance working party**

Cllr Barber, Clerk Holliday Responsible Financial Officer

## **10. Review of Insurance Policy**

Clerk Holliday explained that the Council would be going into the 3<sup>rd</sup> year of the 3-year fixed Contract in June.

#### **11. Review of Banking**

Clerk Holliday informed the Council that HSBC have now stated that the Mandate Form completed several years ago is the wrong one and that it should be a Local Council's Mandate for. It has been AGREED that the Signatories will be: Chairperson Light, Cllr Greaves and Cllr Barber.

#### **12. Review of Community Plan**

Cllr Wilson stated that the Community Plan should continue to have the Action Plan updated every two months and that the Community Plan will need to be reviewed in 2021. This will include another public consultation but will not result in a new booklet being printed. The new document will be uploaded onto the website and printed copies delivered if requested.

#### **13. Review of Emergency Plan**

Cllr Wilson discussed with all the Councillors the review of the Emergency Plan. There has been a lot of changes to the one produced 3 years ago and this one will be required to be reviewed yearly. The document would be put on the website without contact details and a copy with contact details would be given to the Resilience team at ACTION. It was AGREED to adopt the completed 2020 Emergency Plan.

#### **14. Tender for Grass-cutting**

Clerk Holliday stated that the Grass cutting Tender for 2020/21 recommenced in April as the Contractor is on a 3-year Contract and there had been no issues relating to the work.

#### **15. Dates for this year's meetings to be arranged**

It was AGREED by all Councillors to continue to have the Meetings on the first Tuesday of alternate months.

#### **16. Date of next meeting: 4<sup>th</sup> May 2020**

Signed: ..... Date:  
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