

BRIGHAM PARISH COUNCIL

Annual Meeting of Brigham Parish Council 2023

COUNCILLORS PRESENT: Mrs M. Light, Mr D. Wilson, Dr M. Greaves, Mr J. Myers, Ms S. Simcox and Mr S. Morris

CLERK: Mrs D. Holliday

Cumberland Councillor: Mr A. Semple

1. New Councillors to sign Declaration of Acceptance of Office

The councillors signed their Declaration of Acceptance of Office and Pecuniary Interests.

2. Apologies of absence notified to the Clerk

None

3. Election of Chairperson and Vice Chairperson

Cllr Light was proposed by Cllr Wilson and Seconded by Cllr Greaves as Chairperson. Cllr Light accepted the position and signed the relevant form. Cllr Wilson was proposed by Cllr Greaves and Seconded by Cllr Myers as Vice Chairperson. Cllr Wilson accepted the position and signed the relevant form.

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

This was agreed by the full Council. So, with 7 Cllrs there needs to be 4 Cllrs for a meeting to proceed.

5. Appointment of Planning Sub-committee (includes flooding)

Cllrs: Wilson, Myers and Greaves

6. Appointment of working parties (Communication, Finance, Business, Village Quality)

Communication - Cllrs: Light and Greaves

Finance – Cllrs: Light, Myers and Greaves

Business – Cllrs: Light and Myers

Village Quality – Cllrs: Wilson, Simcox, Morris

7. Appointment of Responsible Financial Officer

Clerk Holliday is the Responsible Financial Officer. Cllrs Myers, Light and Greaves have signing responsibilities for authorising payments.

8. Review of Insurance Policy

The Council are on year 3 of a Policy with Zurich and have adequate cover.

9. Review of Banking

Clerk Holliday explained that the new Unity Bank account is working well.

The Councils spending can be viewed at [Brigham Parish Council - Finances](#)

10. Review of Community Plan

Cllr Wilson discussed the additions to the Community Plan and all the Cllrs were in agreement with them.

The Community Plan can be viewed at [Brigham Parish Council - Community Plan](#)

11. Review of Emergency Plan

Cllr Wilson informed the Cllrs that the details in the plan and been reviewed and any amendments in contact details changed. Cllr Greaves stated the new solar panels at the Memorial Hall were working and would show other Cllrs how to operate them.

The Emergency Plan can be viewed at [Brigham Parish Council - Emergency Plan](#)

12. Review of Grass-cutting Tender

The new 3 year contract has commenced. The information for the areas maintained can be found at

[Brigham Parish Council - Grass cutting](#)

13. Review of Policies and Procedures

The Cllrs all confirmed they had reviewed the documents and no changes were necessary.

They can be found at [Brigham Parish Council - Policies and Procedures](#)

14. Review of Clerk's Terms and Conditions

The Clerk informed the Cllrs that the National Minimum wage went up in April. The Clerk has checked with CALC and the minimum wage must be paid. This will result in the current wage of £9.77/hr being increased to £10.42/hr.

15. Date for next meeting: 21st May 2024

Signed.....

Dated.....