

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
BOLTON by BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL  
HELD AT BOLTON by BOWLAND VILLAGE HALL ON 8<sup>h</sup> MAY 2017 AT 7.30 P.M.**

**Present:**

Cllrs. H. Fortune, A. Clements, A. Foster, I. Willock, P. Wilson: Mesdames L. Holt, E. Moorhouse & M. Walsh

In attendance: Borough Councillors R. Elms & R. Sherras, 4 residents, Parish Clerk

**1. Apologies:**

- 1.1 Apologies had been received from Cllr. R. Park, Mesdames C. Curry & E. Twist The apologies were accepted and approved

**2 Election of Chairman, who will then sign the Declaration of Office of Chairman**

- 2.1 The Council unanimously elected Cllr. Hayden Fortune  
2.2 The Chairman duly signed the Declaration of Office of Chairman.

**3 Chairman's Report for the year to 31 March 2017**

- 3.1 Due to the apologies submitted by Cllr. Twist, the Chairman's Report which she has prepared for the year was read by Cllr. Willock. Cllr. Twist highlighted the temporary roles as Acting Clerk and Responsible Finance Officer that she and Cllr. Foster had undertaken, subsequent to appointing a new Parish Clerk. She, noted that the Neighbourhood Plan is likely to move on to referendum. A number of procedures and policies have now been implemented, which will need annual review. Defibrillators have now been provided and installed in each village. Proportional representation for each village may be considered in the near future. The report closed by thanking Councillors and Clerk for the support she had been given, and the time and commitment in a voluntary capacity for the residents which Councillors continue to give.

**4. To consider and approve policy for future term of office for the Chairman**

- 4.1 Members discussed future term of office, as it was accepted that Chairman may serve for more than one year, but must be voted upon annually. Rotation of Chairman's role around the villages within the Parish was felt to be good.

**RESOLVED unanimously - that Chairman may in future serve a term of office of up to three years consecutively, but not seek re-election for a further three years, and that Standing Orders be amended to reflect this change.**

**5. Election of Officers****Cllr(s):****Vice Chairman**

Allan Clements (prop. Cllr. Fortune, sec. Cllr. Wilson) majority in favour, 1 abstention

**Finance Working Party**

Members discussed this and agreed this was no longer needed

**Residents' Considerations Working Party**

Members discussed the need for this, particularly regarding any powers. Working Party had been agreed previously to consist of Chairman, with another Councillor from each of the other wards, and the Clerk. It was therefore

**RESOLVED - this Working Party be Cllrs. Fortune, Twist, Willock & Clerk, to meet & draft a response, but all decisions to be resolved by Parish Council**

**Planning Working Party**

This was agreed to be considered by all councillors via email, in order to avoid any perceived personal interests, and all are asked to respond in a timely manner

**RVBC Liaison Representatives**

Hayden Fortune &amp; Mary Walsh

**Ribble Valley LALC Liaison**

Elizabeth Twist was to be invited to represent Parish Council

**Bolton by Bowland Village Hall**

Allan Clements

**Website Working Party**

Arnold Foster, Ian Willock, Paul Wilson &amp; Clerk

**Neighbourhood Plan Steering Group**

Members discussed this and it was agreed that the Steering Group had not been formally closed down, but was still necessary. The membership was

**RESOLVED that the membership must be approved by Parish Council and that the existing Steering Group continue (6 in favour, 2 against), therefore Steering Group be: Martyn Bishop, Allan Clements, Hayden Fortune, Paul Levet, Roger Park & Paul Wilson**

**6 Dates and venues for Bolton by Bowland, Gisburn Forest & Sawley Parish Council meetings for the coming year** These were resolved to follow the pattern of first Monday each month, except January and August, therefore 5th June, 3rd July, LATE MEETING on TUESDAY 29<sup>th</sup> August, NO MEETING in September, 2<sup>nd</sup> October, 6<sup>th</sup> November, 4<sup>th</sup> December, NO MEETING in January, 5<sup>th</sup> February 2018, 5<sup>th</sup> March, 9<sup>th</sup> April, AGM 14<sup>th</sup> May.

6.1 Members were informed that Bolton by Bowland Village Hall gives priority to Young Farmers, otherwise all dates were available at all venues. It was therefore **RESOLVED, meetings would revolve around venues, starting at Tosside**

#### **7. Any other Annual Parish Council Meeting Business**

There being no other AGM Business, Chairman closed the AGM at 7.55pm

DRAFT TILL APPROVED & SIGNED