



Members of Barrow Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Monday 2<sup>nd</sup> June 2025, at Whalley Old Grammar School.

Commencing at 6:30 pm.

**Members of the public are welcome to attend.**

## Agenda

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 months.**
- 3. For Chair to sign the Declaration of Acceptance of Office Form.**
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 6. Approve minutes of the AGM held on 22 May 2024.**
- 7. Public participation. To receive questions and comments on any agenda item.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECISION:

- 8. Audit and Financial Matters:**
  - 8.1 To approve as a correct record the Financial Statements to 31 March 2025.
  - 8.2 To authorise the Chair to sign Section 1: AGAR 2024/2025.
  - 8.3 To authorise the Chair to sign Section 2: AGAR 2024/2025.
  - 8.4 Reference to S137 (Power of Last Resort) – No expenditure.
- 9. Appointments and nominations for parish activities:**
  - 9.1 The current auditor Karl Baldwin was approved till the end of 2025/2026.
  - 9.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.  
*Currently rotated through Councillors: Crook and Kinder.*
  - 9.3 Liaison with Borough and County Councillors.  
*This task is currently carried out by Borough Councillor Street.*

- 9.4 Coordination of planning comments.  
*This task is currently carried out by the Clerk.*
- 9.5 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.  
*Currently rotated through Councillors: Crook and Kinder.*
- 9.6 Activities involving LCC Highways and Street Lighting, reporting defects etc.  
*This task is currently carried out by Borough Councillor Birtwhistle and the Clerk.*
- 9.7 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.  
*This task is currently carried out by Borough Councillor Birtwhistle.*
- 9.8 Coordination and liaison with parish social and other groups.  
*This task is currently being carried out by Cllr. L Crook and the Clerk.*
- 9.9 Remembrance Sunday.  
*Arrangements for the event are currently carried out by the Clerk.*
- 9.10 Carrying out defibrillator routine checks.  
*This task is currently carried out by Gordon Fishlock.*
- 9.11 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies. Includes:  
Maintaining and improving Trafford Gardens and the Playing Fields, arranging litter picks, and trimming of overhanging branches, cleaning road signs, street name signs, lower-level streetlights, purchase, and disposal of Christmas tree and arrange for Christmas lights.  
Maintain and improve the car park and associated land and maintain and improve 'unadopted' small plots of land.  
*These tasks are currently undertaken by Councillors Chiappi, Kinder and Heyworth.*

**Members should note that the:**

- Parish Council employ a Lengthsman and a gardener and pay RVBC to cut the grass at Trafford Gardens and on the Playing Fields.
- Parish Council's representative to the Whalley Educational Foundation is former councillor J. Strong and that nominations are for a three year-term to be renewed in 2026/27.
- Parish Council's representatives to the Whalley, Wiswell and Barrow Joint Burial Committee, (sub-committee of Whalley Parish Council) are Councillors K. Heyworth and D. Chiappi and that nominations are for a three year-term to be renewed for 2026/27.

**ITEMS for REVIEW and DISCUSSION:** All documents are available on the Council's website.

## **10. Review the Council's Policies, Procedures, Registers and Regulations.**

- 10.1 Asset Policy and Register: adopted 11 March 2024.
- 10.2 Risk Register and Policy: adopted 11 March 2024.
- 10.3 Standing Orders: re-adopted 29/06/2023.
- 10.4 Complaints Procedures: adopted 30/01/2023.
- 10.5 Equal Opportunities Policy: adopted 13/03/2023.
- 10.6 Financial Regulations: adopted 13/03/2023.
- 10.7 Model Publication Scheme: adopted 13/03/2023.
- 10.8 CCTV Policy and Procedures: adopted 15/05/2023.
- 10.9 Council's Registration with the Information Commissioners Office: expires 01/08/2024.
- 10.10 Business Plan: Up for review.
- 10.11 Tree Management Policy: To be reviewed in March 2025.
- 10.12 Privacy Notice: adopted 05/12/2022.
- 10.13 Insurance Policy Including Employers and Public Liability: valid until 31/03/2025.
- 10.14 Code of Conduct: Adopted in 2020

## **11. Approve meeting dates for 2025-2026**

Suggested dates:

2025: 21 July, 22 September, 17 November.

2026: 19 January, 16 March and 18 May.

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*Clerk and Responsible Financial Officer*

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