

**Minutes of a Meeting of Haigh Parish Council  
Held Monday 21 May 2018  
7:35pm St David's Parish Rooms**

**Present:** Councillors R Lawson (Chairman), G France, A Thomson, R Darbyshire, G Fairhurst, R Howarth and the Clerk, Mrs K Pilkington.  
No members of the public were present.

## **Annual Meeting of the Parish Council**

### **275 Election of Chairman**

Cllr R Darbyshire, the outgoing Chairman, opened the meeting by extending a warm welcome to everyone present and asked for nominations for the Office of Chairman.

A nomination was received for Cllr R Lawson.

**Resolved:** That Cllr R Lawson would serve as Chairman until the Annual Meeting of the Parish Council in May 2019.

### **276 Chairman's Declaration of Acceptance of Office**

Cllr R Lawson duly made and signed the Declaration of Acceptance of Office. The Clerk signed as witness to the declaration.

### **277 Election of Vice Chairman**

A nomination was received for Cllr R Darbyshire.

**Resolved:** That Cllr R Darbyshire would serve as Vice Chairman until the Annual Meeting of the Parish Council in May 2019.

### **278 Audit, Governance & Standards Committee**

**Resolved:** That Cllr R Lawson would be nominated to serve on Wigan Council's Audit, Governance & Standards Committee until the Annual Meeting of the Parish Council in May 2019.

### **279 Casual Vacancy**

The Clerk reported that the deadline for requests from electors for an election had passed. As the Elections Officer at the LA had not received any requests, the Council could now co-opt a councillor.

The members discussed the process.

**Resolved:** The vacancy to be filled by co-option would be advertised on the notice board, on the website and in Local Life. The deadline for applications would be the last Friday in July. Applicants would be invited to attend for an interview at a meeting conducted by three members, who, being quorate, would make a decision on the appointment – to be ratified by full Council at their meeting on 10 September 2018.

## **280 Approval of Bank Signatory**

The appointment of a new bank signatory to replace the member who had resigned was discussed.

**Resolved:** Cllr R Lawson was appointed as the new signatory to the bank account and Mrs J Wild's name would be removed from the list of signatories.

**Resolved:** The authorised signatories in the current mandate, for the accounts detailed in section 2 of the Natwest Bank's proforma, would be changed in accordance with sections 5 and 6 and the current mandate would continue as amended.

## **Ordinary Meeting of the Parish Council**

### **281 Apologies for Absence**

None.

### **282 Declaration of Interests**

There were no declarations of interest in the business on the agenda for this meeting. Members' completed Registers of Interests proformas were collected by the Clerk..

### **283 Matters Introduced by Members of the Public**

**There** were no matters introduced by members of the public.

### **284 Minutes of the Ordinary Meeting of the Council Held on 16 April 2018**

Amendment to Item 269: '*Salary (Dec & Jan)*' should read '*Salary (Feb & March)*'

**Resolved:** Subject to the above amendment, the Minutes of the Ordinary Meeting of the Council held on Monday, 16 April 2018 were agreed to be a true and correct record.

### **285 Matters Arising**

None.

### **286 Planning Applications**

None.

## **287 General Data Protection Regulations**

### **(a) Designated Data Protection Officer**

It was reported that the House of Commons had recently accepted a Government amendment to the Data Protection Bill which, once the Bill had been enacted, would exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR would apply and would come into force on 25 May.

### **(b) Data Protection Policy**

Members reviewed and discussed the previously circulated proposed Data Protection Policy.

**Resolved:** Subject to several corrections being made, the Data Protection Policy was adopted.

## **288 Internal Audit Report 2017/18**

The internal audit had been deferred to a date later in the week. In view of this its approval was deferred to September.

## **289 Annual Governance Statement 2017/18**

The Annual Governance Statement for 2017/18 was considered.

**Resolved:** The Annual Governance Statement 2017/18 was approved.

## **290 Accounting Statements 2017/18**

The Accounting Statements for 2017/18 were considered.

**Resolved:** The Accounting Statements 2017/18 were approved.

## **291 Exemption from External Audit 2017/18**

The Council's eligibility to certify itself as exempt from external audit was considered.

**Resolved:** As all criteria had been met, the Council certified its accounts for 2017/18 as being exempt from external audit.

## **292 Insurance**

The quotation for insurance provided by the Council's current insurer, Zurich Municipal, was discussed briefly.

**Resolved:** The quotation of £356 from Zurich Municipal was accepted and approved.

## 292 Accounts 2017/18

Income = £nil

### Expenditure

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
6	St David's Haigh & Aspull PCC	Room rent (May)	£ 20.00	N/A	£ 20.00
7	Employee No.1	Salary (April & May) (net)	£306.56	N/A	£306.56
8	K Pilkington	Mileage, postage	£ 7.90	N/A	£ 7.90
9	Zurich Municipal	Insurance	£356.00	N/A	£356.00
<b>Total:</b>			<b>£690.46</b>	<b>N/A</b>	<b>£690.46</b>

**Resolved:** The above items were approved for payment.

Balance at bank on 2 May 2018 = **£7,888.68**

The following prior payments had not been presented as at 2 May 2018:

St David' Haigh & Aspull PCC	=	£40.00 (Jan & April meetings)
CPRE	=	£40.00
NALC/LALC	=	£126.02
<b>TOTAL</b>	=	<b>£206.02</b>

Estimated Balance at bank after the above expenditure (including all of the above prior unrepresented payments) = **£6,992.20**

## 293 Clerk's Report

The Clerk's report was received. *See Appendix A*

## 294 Any Other Business

Councillors' Training  
Cllrs R Lawson and R Darbyshire would attend the training session to be provided by the LA on 13 June.

## 295 Date of Next Meeting

Monday 10 September 2018 at 7pm.

## CONFIDENTIAL ITEM

**Resolved:** That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

*There were no members of the public present to withdraw from the meeting.*

## 296 National Pay Award

The NJC's recent national agreement was discussed.

*The Clerk withdrew from the meeting.*

**Resolved:** The NJC's national agreement, as it applied to the Clerk's salary with effect from 1 April 2018, was approved. The increase would be back-dated as appropriate.

*The Clerk re-joined the meeting.*

The meeting closed at 8:20 pm

**Chairman**