



**MINUTES OF THE ANNUAL MEETING OF RAINFORD PARISH COUNCIL  
held on Wednesday 26 May 2021 commencing at 6.30pm**

**Present: Councillors: Bardsley, Collins (arrived 6.40pm), Dodson, Grice, Jones, Lamb (arrived 6.45pm), Lee (arrived 6.45pm), Long (Chairman: Items 2 – 13), Monk (Chairman: Item 1), Newton, Reynolds, Wesley**

**In attendance: Sally Powell (Clerk)  
Victoria Swainbank (Event Co-ordinator)**

**2 residents**

**Absent: Councillor Travis**

**1. To elect the Chairman of Rainford Parish Council for 2021/ and to receive the Chairman's Declaration of Acceptance of Office:**

Councillor Monk addressed the meeting. He quoted Dickens' 'Tale of Two Cities' as his time in office had been 'the best of times and the worst of times'. The first year had seen a number of new initiatives launched, such as the reinstatement of the Christmas Fayre. Additionally, the Village Hall enjoyed record revenues. The second year was a struggle for survival. During this time, the organisation and management of the Rainford Volunteer scheme was one of the most important things the Parish Council has ever done for the community and to serve the community. The Council finances are now on a firmer footing and Councillor Monk stated he was proud and pleased to hand over the Council in good order to Councillor Long.

***Councillor Monk proposed Councillor Long as Chairman of Rainford Parish Council for 2021/2022. This was seconded by Councillor Reynolds and carried unanimously.***

Councillor Long read out and signed the Declaration of Acceptance of Office.

Councillor Monk passed the Chain of Office to Councillor Long.

Councillor Collins joined the meeting

**2. To elect the Vice Chairman of Rainford Parish Council for 2021/2022 and to receive the Vice Chairman's Declaration of Acceptance of Office:**

***Councillor Jones proposed Councillor Bardsley as Vice Chairman of Rainford Parish Council for 2021/2022. This was seconded by Councillor Newton and carried unanimously.***

Councillor Bardsley read out and signed the Declaration of Acceptance of Office.

**3. To receive apologies for absence:**

Councillors: Brown (Away), Lamb (delayed), Sterry (Unwell)

**4. To receive any declarations of interest from Members and update the register:**

Councillor Reynolds declared that he was no longer a Borough Councillor for St Helens Council.

Councillors Lamb and Lee joined the meeting

5. **To approve the minutes of the Annual Meeting of Rainford Parish Council held on 22.06.2020:**  
*Councillor Bardsley proposed the minutes of the Annual Meeting of Rainford Parish Council held on 22 June 2020 as a true and accurate record. This was seconded by Councillor Lee and carried unanimously.*
  
6. **To Approve and Adopt the Standing Orders for Rainford Parish Council:**  
*Councillor Reynolds proposed the re-adoption of the existing Standing Orders for Rainford Parish Council for 2021/2022. This was seconded by Councillor Grice and carried unanimously.*
  
7. **To Approve and Adopt the Code of Conduct for Rainford Parish Council:**  
*Councillor Jones proposed the adoption of the St Helens Council revised Code of Conduct for elected and co-opted members for Rainford Parish Council for 2021/2022. This was seconded by Councillor Dodson and carried unanimously.*  
*See Appendix 1 for the revised section of the code of conduct.*  
Councillor Reynolds reminded the meeting that email addresses received by Councillors cannot be passed to third parties without permission from the originator.
  
8. **To Appoint an Internal Auditor for 2020/21:**  
*Councillor Jones proposed that Jaqueline Wilburn FCA CTA, Chartered Accountant & Chartered Tax Adviser be appointed as the Internal Auditor for Rainford Parish Council for 2021/2022. This was seconded by Councillor Wesley and carried unanimously*
  
9. **To review Committee Structures and to appoint members to serve on the under mentioned Committees:**
  - **Community Liaison**  
*Councillor Jones proposed that the following members are appointed to serve on the Community Liaison Committee:*  
*Councillor Dodson*  
*Councillor Grice*  
*Councillor Lamb (Chairman)*  
*Councillor Reynolds*  
*Councillor Wesley*  
*Plus, 2 resident members and Councillor Long as an Ex Officio member*  
*This was seconded by Councillor Grice and carried unanimously*
  - **Finance, Planning & Administration**  
*Councillor Lee proposed that the following members are appointed to serve on the Finance, Planning & Administration Committee:*  
*Councillor Bardsley*  
*Councillor Jones (Chairman)*  
*Councillor Monk*  
*Councillor Sterry*  
*Plus, Councillor Long as an Ex Officio member*  
*This was seconded by Councillor Lamb and carried unanimously*

➤ **Health & Safety**

*Councillor Reynolds proposed that the following members are appointed to serve on the Health & Safety Committee:*

*Councillor Monk*

*Councillor Newton*

*Councillor Reynolds (Chairman)*

*Plus, Councillor Long as an Ex Officio member*

*This was seconded by Councillor Collins and carried unanimously*

**10. To review the Committee terms of reference:**

*Councillor Jones proposed that the Terms of Reference for the Community Liaison Committee are amended as follows:*

*Time: Points 1 & 2 are removed*

*Composition: Point 4 is amended to 2 residents and Point 5 is amended to 5 Councillors*

*Point 7 is amended to: The Committee may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.*

*This was seconded by Councillor Grice and carried unanimously*

*See Appendix 2 for the full Terms of Reference for the Community Liaison committee for 2021/2022*

*Councillor Jones proposed that the new Terms of Reference for the Finance, Planning & Administration Committee are accepted. This was seconded by Councillor Grice and carried unanimously*

*See Appendix 3 for the full Terms of Reference for the Finance, Planning & Administration committee for 2021/2022*

*Councillor Reynolds to propose that the new Terms of Reference for the Health & Safety Committee are accepted. This was seconded by Councillor Lamb and carried unanimously*

*See Appendix 4 for the full Terms of Reference for the Health & Safety committee for 2021/2022*

*Councillor Reynolds asked for the Health & Safety Policy document to be sent to all members.*

**11. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year:**

*Councillor Collins proposed that ordinary meetings of Rainford Parish Council would be held on the fourth Monday of the month:*

*28.06.2021    26.07.2021    27.09.2021    25.10.2021    22.11.2021    13.12.2021*

*24.01.2022    28.02.2022    28.03.2022    25.04.2022*

*except for August 2021 when no meeting would be held and December 2021, when the meeting would be held on 13.12.2021. All meetings to commence at 7pm.*

*This was seconded by Councillor Wesley and carried unanimously*

*Councillor Lamb proposed that meetings of the Community Liaison committee would be held on the first Wednesday of the month, commencing at 6.30pm:*

*02.06.2021    07.07.2021    04.08.2021    01.09.2021    06.10.2021    03.11.2021*

*01.12.2021    05.01.2022    02.02.2022    02.03.2022    06.04.2022*

*This was seconded by Councillor Wesley and carried unanimously*

**Councillor Jones proposed that meetings of the Finance, Planning & Administration Committee are held on the second Wednesday of the month commencing at 6.30pm:**

**09.06.2021 14.07.2021 11.08.2021 08.09.2021 13.10.2021 10.11.2021  
08.12.2021 12.01.2022 09.02.2022 09.03.2022 13.04.2022**

**This was seconded by Councillor Bardsley and carried unanimously**

**Councillor Reynolds proposed that meetings of the Health & Safety committee are held on the first Friday of the Month at 11.45am. It has been agreed that the meetings will be held at least bi-monthly:**

**04.06.2021 06.08.2021 01.10.2021 03.12.2021 04.02.2021 01.04.2021**

**This was seconded by Councillor Lamb and carried unanimously**

**12. To review the Executive Working Party Terms of Reference:**

**Councillor Jones proposed that the new Terms of Reference for the Executive Working Party are accepted. This was seconded by Councillor Lamb and carried unanimously**

*See Appendix 5 for the full Terms of Reference for the Executive Working Party for 2021/2022*

**13. To appoint a Schools Liaison Officer:**

**Councillor Long proposed that Councillor Dodson is appointed as the School Liaison Officer for 2221/22. This was seconded by Councillor Jones and carried unanimously**

There being no other business, the meeting closed at 6.55pm

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**Councillor John Long  
Chairman of Rainford Parish Council 2021/22**

**APPENDICES:**

**1. Revised Code of Conduct**



Code of Conduct  
Members June 2020.

**2. Terms of Reference for CLC**



May 2021. CLC  
Terms of Reference.]

**3. Terms of Reference for FPA**



FPA Committee  
Terms of Reference.]

**4. Terms of Reference for H & S**



2021.22 H & S  
Committee Terms of

**5. Terms of Reference for EWP**



Exec WP Terms of  
Reference.pdf