



Rainford Village Hall, Church Road, Rainford WA10 8HB  
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**Minutes of the  
ANNUAL MEETING OF RAINFORD PARISH COUNCIL  
held on Monday 16 May 2022 at 7pm in the Council Chamber at Rainford Village Hall**

**Present:** Councillors: Bardsley (Chairman items 2 - 15), Denton, Dodson, Grice, Lamb, Lee, Long (Chairman item 1), Newton, Sterry, Reynolds,

**In Attendance:** Sally Powell (Clerk)  
Victoria Swainbank (Event Co-ordinator)  
3 residents

**1. To elect the Chairman of Rainford Parish Council for 202/23 and to receive the Chairman's Declaration of Acceptance of Office of Chairman:**

Councillor Lee proposed that Councillor Bardsley be elected as Chairman of Rainford Parish Council for 2022/23. This was seconded by Councillor Reynolds and carried unanimously. Councillor Long handed the Chain of Office to Councillor Bardsley. The Chairman took his place in the chamber and read out The Declaration of Acceptance of Office of Chairman and signed accordingly.

**2. To elect the Vice Chairman of Rainford Parish Council for 2022/23 and to receive the Vice Chairman's Declaration of Acceptance of Office of Councillor:**

Councillor Reynolds proposed that Councillor Lamb be elected as Vice Chairman of Rainford Parish Council for 2022/23. This was seconded by Councillor Long and carried unanimously. Councillor Lamb took his place in the Council chamber and read out The Declaration of Acceptance of Office of Councillor and signed accordingly. The Chairman congratulated the Vice Chairman on his election.

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

None.

**4. To receive all new Councillor's Declaration of Acceptance of Office as Councillor:**

Councillors Denton, Dodson, Grice, Lee, Long, Newton, Sterry and Reynolds read out The Declaration of Acceptance of Office of Councillor and signed accordingly.

**5. Co-option of Members:**

Andy Griffiths declared his wish to be co-opted as a member of Rainford Parish Council. Councillor Long proposed that he be co-opted. This was seconded by Councillor Sterry and carried unanimously. Councillor Griffiths took his place as a member of the Council.

**6. To receive any Declarations of Interest from Members and update the register:**

Councillor Lee declared that she has been elected as a Trustee of Flowers North West and completed the register accordingly.

**7. To approve the minutes of the Annual Meeting of Rainford Parish Council held on 26.05.2021:**

The minutes of the Annual Meeting of Rainford Parish Council held on 26.05.2021 were agreed as a true and accurate record, proposed by Councillor Grice, seconded by Councillor Reynolds and carried unanimously.

**8. To approve and adopt the Standing Orders for Rainford Parish Council:**

There were no changes to the Standing Orders from 2021/22. Councillor Grice proposed that the Standing Orders were accepted for 2022/23. This was seconded by Councillor Newton and carried unanimously.

**9. To Approve and Adopt the Code of Conduct for Rainford Parish Council:**

There were no changes to the Code of Conduct from 2021/22. Councillor Sterry proposed that the Code of Conduct was accepted for 2022/23. This was seconded by Councillor Lee and carried unanimously.

**10. To appoint an Internal Auditor for 2022/23:**

Councillor Lee proposed that Jacqueline Wilburn FCA CTA be appointed as the Internal Auditor for Rainford Parish Council for 2022/23. This was seconded by Councillor Long and carried unanimously.

**11. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2022/23:**

As Chairman of the Parish Council, Councillor Bardsley is an ex-officio member of all committees.

➤ *Community Liaison*

Councillor Bardsley suggested that the following members be appointed to serve on the Community Liaison Committee:

Councillor Denton

Councillor Dodson

Councillor Lamb (Chairman)

Councillor Reynolds

All agreed to be appointed.

The Chairman asked if any other Councillors wished to serve on the committee and Councillor Griffiths expressed his interest.

Councillor Bardsley proposed that Councillors Denton, Dodson, Griffiths and Reynolds are appointed as Community Liaison Committee members for 2022/23 and that Councillor Lamb is the Chairman of the Community Liaison Committee for 2022/23. This was seconded by Councillor Grice and carried unanimously.

➤ *Finance, Planning & Administration*

Councillor Bardsley suggested that the following members be appointed to serve on the Finance, Planning & Administration Committee:

Councillor Long

Councillor Sterry (Chairman)

Both agreed to be appointed

The Chairman asked if any other Councillors wished to serve on the committee and Councillor Griffiths expressed his interest.

Councillor Bardsley proposed that Councillors Griffiths and Long are appointed as members of the Finance, Planning & Administration committee for 2022/23 and that Councillor Sterry is the Chairman of the Finance, Planning & Administration committee for 2022/23. This was seconded by Councillor Reynolds and carried unanimously.

➤ *Health & Safety*

Councillor Bardsley suggested that the following members be appointed to serve on the Health & Safety Committee:

Councillor Newton

Councillor Reynolds (Chairman)

Both agreed to be appointed

The Chairman asked if any other Councillors wished to serve on the committee and Councillors Long & Lee expressed an interest.

Councillor Bardsley proposed that Councillors Lee, Long and Newton be appointed to serve on the Health & Safety Committee for 2022/23 and that Councillor Reynolds is the Chairman of the Health & Safety Committee for 2022/23. This was seconded by Councillor Grice and carried unanimously.

Councillor Grice apologised for not being able to sit on any committees at this time. The Chairman stated that all members understood why this was the case.

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

Councillor Bardsley proposed that the Terms of Reference for the Community Liaison Committee, the Finance, Planning & Administration Committee and the Health & Safety committee remain the same as for 2021/2022. This was seconded by Councillor Reynolds and carried unanimously.

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

Councillor Bardsley proposed that meetings of Rainford Parish Council occur on the fourth Monday of the month at 7pm, except for August when no meeting takes place and December when the meeting will be on the second Monday:

23.05.2022	27.06.2022	25.07.2022
26.09.2022	24.10.2022	28.11.2022
12.12.2022	23.01.2023	27.02.2023
27.03.2023	24.04.2022	

This was seconded by Councillor Reynolds and carried unanimously

Councillor Lamb proposed that meetings of the Community Liaison committee are held on the first Wednesday of the month at 6.30pm:

01.06.2022      06.07.2022      03.08.2022      07.09.2022      05.10.2022      02.11.2022  
07.12.2022      04.01.2023      01.02.2023      08.03.2023      05.04.2023      03.05.2023

This was seconded by Councillor Denton and carried unanimously

Councillor Sterry proposed that meetings of the Finance, Planning & Administration committee are held on the second Wednesday of the month at 6.30pm:

08.06.2022      13.07.2022      10.08.2022      14.09.2022      12.10.2022      09.11.2022  
14.12.2022      11.01.2023      08.02.2023      08.03.2023      12.04.2023      10.05.2023

This was seconded by Councillor Long and carried unanimously

Councillor Reynolds proposed that meetings of the Health & Safety committee are held quarterly on the first Monday of the Month at 11.45am, with the first meeting in June 2022:

05.06.2022      04.09.2022      04.12.2022      04.03.2023

This was seconded by Councillor Long and carried unanimously

**14. To Establish Working Parties:**

There was a discussion about the Executive Working Party. It was agreed that the working party would be established, but would only meet on an ad hoc basis.

Councillor Bardsley proposed that an Executive Working Party is established comprising of the Chairman, the Vice Chairman, the immediate past Chairman and the Chairman of the Finance, Planning & Administration committee. Meetings will be held on an as and when basis. This was seconded by Councillor Long and carried unanimously.

Councillor Bardsley proposed that a Rainford Christmas Fayre Working Party is established comprising Councillors Denton, Dodson, Long, Reynolds, the Clerk, the Event Co-ordinator and 2 residents. This was seconded by Councillor Reynolds and carried unanimously.

Councillor Bardsley proposed that a Village Hall (refurbishment and updating of the offer) is established comprising of Councillors Bardsley, Griffiths, Lee, Long, Sterry, The Clerk, The Event Co-ordinator and 1 resident. This was seconded by Councillor Griffiths and carried unanimously.

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

Councillor Bardsley proposed that Councillor Dodson is appointed as the School Liaison Officer for 2022/23. This was seconded by Councillor Sterry and carried unanimously.

**Other Matters:**

- i. Following a discussion, the Chairman proposed that a Police Liaison Councillor be appointed. Councillor Bardsley proposed Councillor Long for this position. This was seconded by Councillor Lee and carried unanimously.
- ii. Councillor Dodson has arranged for the Y6 from Brook Lodge to visit the Council Chamber and it was established which Councillors would be attending.
- iii. Following a discussion, the Chairman proposed that a Welfare Liaison Councillor be appointed. Councillor Bardsley proposed Councillor Griffiths for this position. This was seconded by Councillor Reynolds and carried unanimously.

- iv. Remits and terms of reference for the new positions of Police and Welfare Liaison will be proposed at an ordinary Council meeting. Both will report to full Council meetings.
- v. It was agreed that establishing a group for adults with autism would be considered. Volunteers would be needed to assist with this.
- vi. The Parkinson's support group created by Councillor Grice has been very successful so far.
- vii. The Senior Citizen's advice Fair will take place in September. Similar events for other groups within the community will be considered.
- viii. Councillor Grice asked for Any Other Business to be re-instated on agendas. The Clerk explained that it was very bad practice and there was a discussion. The Chairman stated that he would think about the matter.
- ix. The Chairman introduced Mrs Vicky Hopkins who would be his consort for the year.
- x. The Chairman will be raising funds for Rainford Cricket Club during his year of office. The Chairman of the Cricket club has already agreed to organise a cricket match.

There being no other business, the meeting closed at 8.03pm

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**Councillor Christopher Lamb BEM**  
**Chairman, Rainford Paris Council 2023/24**