



Rainford Village Hall, Church Road, Rainford WA11 8HB  
01477 884709 [clerk@rainfordparishcouncil.gov.uk](mailto:clerk@rainfordparishcouncil.gov.uk)

**Minutes of the  
ANNUAL MEETING OF RAINFORD PARISH COUNCIL  
held on Wednesday 08 May 2024 at 7pm in the Council Chamber at Rainford Village Hall**

**Present:** Councillors: Bardsley, Bimpson, Denton, Dodson (Chairwoman items 2 – 15)  
Lamb BEM (Chairperson item 1), Long, Reynolds, Roberts, Whalley

**In Attendance:** Sally Powell (Clerk)  
Lisa Roxby (Village Hall Events Manager)

**Absent:** Councillor Turner

**1. To elect the Chairperson of Rainford Parish Council for 2024/25 and to receive the Chairperson's Declaration of Acceptance of Office of Chairperson:**

Councillor Lamb BEM proposed that Councillor Dodson be elected as Chairperson of Rainford Parish Council for 2024/25. This was seconded by Councillor Bimpson and carried unanimously. Councillor Lamb handed the Chain of Office to Councillor Dodson and congratulated her. The Chairwoman took her place in the chamber and read out The Declaration of Acceptance of Office of Chairwoman and signed accordingly.

**2. To elect the Vice Chairperson of Rainford Parish Council for 2024/25 and to receive the Vice Chairperson's Declaration of Acceptance of Office of Councillor:**

Councillor Dodson proposed that Councillor Denton be elected as Vice Chairperson of Rainford Parish Council for 2024/25. This was seconded by Councillor Long and carried unanimously. Councillor Denton took her place in the Council chamber and read out The Declaration of Acceptance of Office of Vice Chairperson and signed accordingly. The Chairwoman congratulated the Vice Chairwoman on her election.

Councillor Lamb wish the Chairwoman and Vice Chairwoman every success in their year of office.

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

Councillors: Bowden (Family), Holden (Business), Lee (Away), Stockton-Pugh (Away)

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

None.

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

None.

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

None.

**7. To approve the minutes of the Annual Meeting of Rainford Parish Council held on 19.05.2023:**

The minutes of the Annual Meeting of Rainford Parish Council held on 19.05.2023 were agreed as a true and accurate record, proposed by Councillor Lamb BEM, seconded by Councillor Whalley and carried unanimously, by those members who were present.

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

There were no changes to the Standing Orders from 2023/24. Councillor Denton proposed that the Standing Orders were accepted for 2024/25. This was seconded by Councillor Bimpson 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 2023/24. Councillor Bardsley proposed that the Code of Conduct was accepted for 2024/25. This was seconded by Councillor Whalley and carried unanimously.

**10. To appoint an Internal Auditor for 2024/25:**

Councillor Reynolds proposed that Jacqueline Wilburn FCA CTA be appointed as the Internal Auditor for Rainford Parish Council for 2023/24. This was seconded by Councillor Denton and carried unanimously.

**11. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2024/25:**

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

➤ *Community Liaison*

The Chairwoman asked which Councillors wished to serve on the Community Liaison committee.

Councillor Bimpson proposed that Councillors Denton, Reynolds, Roberts, Stockton-Pugh and Whalley are appointed as Community Liaison Committee members for 2024/25. This was seconded by Councillor Whalley and carried unanimously.

Councillor Reynolds proposed that Councillor Whalley be appointed as the Chairperson of the Community Liaison Committee for 2024/25. This was seconded by Councillor Lamb BEM and carried unanimously.

➤ *Finance, Planning & Administration*

Councillor Dodson proposed that Councillors Bardsley, Bimpson, Denton, Long, Stockton-Pugh are appointed as members of the Finance, Planning & Administration committee for 2024/25. This was seconded by Councillor Reynolds and carried unanimously.

Councillor Denton proposed Councillor Long be appointed as the Chairperson of the Finance, Planning & Administration Committee for 2024/25. This was seconded by Councillor Bardsley and carried unanimously.

➤ *Health & Safety*

The Chairwoman asked which Councillors wished to serve on the Health & Safety Committee. There was a short discussion regarding this committee.

Councillor Dodson proposed that Councillors Bimpson and Long be appointed to serve on the Health & Safety Committee for 2024/25 and that Councillor Bimpson be appointed as Chairman of the Health & Safety Committee for 2024/25. Additionally, that Councillors Holden and Turner are also asked to serve on this committee. This was seconded by Councillor Reynolds and carried unanimously.

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

Councillor Dodson 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 2024/2025. This was seconded by Councillor Denton and carried unanimously.

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

Councillor Bimpson 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 third Monday:

20.05.2024	24.06.2024	22.07.2024
23.09.2024	28.10.2024	25.11.2024
16.12.2024	27.01.2025	24.02.2025
24.03.2025	28.04.2025	

Additionally, that the meetings of the Community Liaison committee are held on the first Monday of the month at 6.30pm:

03.06.2024	01.07.2024	05.08.2025	02.09.2024	07.10.2024	04.11.2024
02.12.2024	06.01.2025	03.02.2025	03.03.2025	07.04.2025	05.05.2025

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

12.06.2024	10.07.2024	14.08.2024	11.09.2024	09.10.2024	13.11.2024
11.12.2024	18.01.2025	12.02.2025	12.03.2025	09.04.2025	07.05.2025

And that meetings of the Health & Safety committee are held bi-monthly on the second Wednesday of the Month 5.30pm, with the first meeting in June 2023:

12.06.2024	14.08.2024	11.12.2024	12.02.2025	09.04.2025
------------	------------	------------	------------	------------

This was seconded by Councillor Whalley and carried unanimously.

**14. To Establish Working Parties:**

Councillor Whalley proposed that a Village Implementation Working Party is established for 2024/25 comprising Councillors Bardsley, Denton, Stockton-Pugh and Whalley, plus the Clerk, the Village Hall Event Manager and 2 residents, with its remit to include Events and works in the Village Hall and Rainford Christmas Fayre. This was seconded by Councillor Roberts and carried unanimously.

Councillor Bardsley proposed that the Village Implementation Working Party meets on the second Wednesday of the month at 5.30pm. This was seconded by Councillor Whalley and carried unanimously.

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

Councillor Lamb proposed that Councillor Whalley is appointed as the School Liaison Officer for 2024/25. This was seconded by Councillor Bimpson and carried unanimously.

**Other Matters:**

- i. Councillor Grice resigned from the Parish Council on 08.05.2024.
- ii. Councillor Lamb BEM is resigning from the Parish Council on 10.05.2024.

There being no other business, the meeting closed at 8.18pm

---

**Councillor  
Chairperson, Rainford Parish Council 2025/26**