

MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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ANNUAL PARISH COUNCIL MEETING DRAFT MINUTES

22nd May 2026

7.00pm Salterforth Village Hall

1. Welcome

The Chair of the Parish Council welcomed all to the meeting.

2. Election of Parish Council Chair

2.1 Proposed by Cllr Fuggle, seconded Cllr Latham, Cllr Pollard was duly elected as Parish Council Chair for 2026_27.

2.2 Cllr Pollard signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011.

3. Election of Parish Council Vice-Chair

2.1 Proposed by Cllr Grant, seconded Cllr Fuggle, Cllr Latham was duly elected as Parish Chair Vice Chair for 2026_27.

2.2 Cllr Latham signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011.

4. Attendance, Apologies and Non-attendance

4.1 Recorded attendees were Cllrs Pollard, Latham, Fuggle, and Grant. Apologies were received and accepted from Cllr King.

5. Declarations of Interest

None.

6. Public Participation

There were no members of the public present.

7. Review of Representation

Resolved: Cllr Pollard will continue to represent Council at the West Craven Area Committee Meetings for 2026_27. Clerk & RFO will attend should Cllr Pollard be unavailable.

8. Review of Standing Orders

Resolved: Reviewed and adopted with no amendments.

9. Review of Financial Regulations

Resolved: Reviewed and adopted with an amended spending limit for the Clerk & RFO from £500.00 to £3000.00 to reduce the need for retrospective approvals and support timely payment of authorised obligations. (Recommended by IA Yorkshire)

10. Review of the following Governance Documents

- Business Continuity Policy
- Risk Management Policy
- Internal Control Policy
- Internal Control Review – to be carried out 3 x per year.
- Asset Register

Resolved: Reviewed and adopted with no amendments.

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11. Review of the following Policies

- Asset Register Policy
- Bullying and Harassment Policy
- Publication Scheme
- GDPR Data Protection Policy
- Public Participation Policy
- Retention Schedule
- Safeguarding Policy

Resolved: Reviewed and adopted with no amendments.

12. Review of Bank Mandate with Virgin Money for 2026_27

12.1 **Resolved:** Clerk/RFO approved as Salterforth Parish Council's Internet Banking Administrator.

12.2 **Resolved:** Administrator to give the following Banking Permissions:

- Clerk/RFO and all Cllrs to be able to VIEW the account and activity.
- Clerk/RFO, Cllrs Pollard, Latham, and Fuggle to be able to set up payments and/or authorise according to the 2 factor authorisation requirements.

13. Full Year Accounts 1st April 2025 – 31st March 2026

13.1 **Resolved:** To approve full year accounts from 1st April 2025 to 31st March 2026.

13.2 **Noted:** VAT 126 Claim submission for 2025_26 will be for £1,718.01.

14. Full Year Budget Analysis

Final budget position was presented and discussed by spend category.

15. Insurance 2026_27

15.1 Due to circumstances outside the council's control, the current provider, Zurich, will be used for the coming year. **Resolved:** Clerk & RFO to contact provider with an updated asset register with replacement costs, discuss the addition of the community garden and public liability for 'visitors' who use the garden and its facilities.

16. Annual Governance and Accountability Return (AGAR) 1st April 2025 – 31st March 2026

16.1 **Noted:** That the Internal Audit for 2025/26 was carried out on 15th May 2026. Full report received including the Internal Control Objective Report duly signed by the auditor.

16.2 To review the Internal Control Objective Report and explanations for non-compliance.

Resolved: Reviewed and accepted.

16.3 To review and approve completed assertions for Section 1 – Annual Governance Statement 2025/2026

Resolved: Reviewed, approved, and signed by the Chair and Clerk & RFO.

16.4 To review and approve Section 2 - Accounting Statements 2025/2026, Bank Reconciliation Proforma and Explanation of Variances Proforma

Resolved: Reviewed, approved, and signed by the Chair and Clerk & RFO.

16.5 To review and approve the Notice of Public Rights for the unaudited AGAR for 2025/2026 and to note that notice will commence on Wednesday 3rd June 2026 and end on Tuesday 14th July 2026.

Resolved: Reviewed, approved, and noted.

17. Meeting Schedule for 26/27

Resolved: Meetings to continue monthly except for August and December and will be on the 3rd Wednesday of the month.

18. Meeting Closed

7:25pm