



WROSE
PARISH COUNCIL

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Minutes of the Annual Meeting of Wrose Parish Council

Held on Thursday 8 May 2025 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.

The meeting commenced at 6.30pm and ended at 6.52pm

Present:

Councillors: Jayne Allen, Susan Hincliffe (part), Kath Hirsh, Dave Jessop,
Alex Ross-Shaw and Gillian Thorne

Clerk: Ruth Thompson

Members of the public: 1 at start of the meeting.

1. (AM 05/25) Election of the Chair for 2025-26

1.1. Chair nominations and election

Cllr Alex Ross-Shaw was nominated and **elected** to the position of Chair to Wrose Parish Council.

1.2. Chair's Acceptance of Office documentation.

The Chair's Acceptance of Office documentation was completed and duly signed by Cllr Alex Ross-Shaw and Ruth Thompson (Clerk to the Parish Council)

1.3. Chair's opening remarks.

Cllr Alex Ross-Shaw thanked everyone for their support.

2. (AM 05/25) Vice-Chair of the Council

2.1. It was **RESOLVED** not to appoint a Vice-Chair of the Council.

If Alex Ross-Shaw was not present at a meeting it was **RESOLVED** that the councillors present would decide who would act as meeting Chair.

3. (AM 05/25) Apologies

3.1. It was **NOTED** that no apologies had been received.

4. (AM 05/25) Declarations of Interest

4.1. It was **NOTED** that no declaration of interests had been made.

5. (AM 05/25) Committees of the Parish Council

- 5.1. It was **RESOLVED** to set up a working group to develop proposals for the use and management of Haslam Grove green space.

Membership of the working group to include Cllrs Jayne Allen, Alex Ross-Shaw and Gillian Thorne, members of the public who wished to support, or had an interest in the project, and potential implementation partners.

The working group will report to the full council and will not have decision making powers of its own.

The group will meet on an ad hoc basis as determined by the group's membership.

6. (AM 05/25) Review of delegation arrangements

- 6.1. The existing delegation arrangements were reviewed. It was **RESOLVED** to confirm the delegations with the following amendments and clarifications:

- The training budget will be allocated to the Clerk on an continuing basis rather than on a year-by-year basis
- The expenditure allocated to the Clerk's exceptions budget may be reallocated to a different budget by consideration of the full council at its next ordinary meeting.

Cllr Susan Hincliffe arrived at 6.40pm

7. (AM 05/25) Appointment of councillors to outside bodies

- 7.1. YLCA.

It was **RESOLVED** to appoint Cllr Alex Ross-Shaw and Cllr Gillian Thorne to act as councillor representatives with voting rights to YLCA.

- 7.2. Shipley Area Committee SCAPAG.

It was **RESOLVED** to appoint Cllr Gillian Thorne and Cllr Dave Jessop as representatives to SCAPAG

- 7.3. Bradford Parish Council Liaison.

It was **RESOLVED** to appoint Cllr Gillian Thorne to Bradford Parish Council Liaison Group

8. (AM 05/25) Review of core governance documentation and insurance cover

- 8.1. Standing Orders, Financial regulations and Code of Conduct

It was **NOTED** that the Council's Standing Orders were in the process of being updated and would be presented to the Council at its June meeting for consideration

The adequacy of the Parish Council's Financial Regulations and Code of Conduct were **CONFIRMED**

8.2. Insurance and risk management

The adequacy of the Council's insurance cover and approach to risk management were **CONFIRMED**.

9. (AM 05/25) Review of Banking, Financial Controls, Subscriptions and Direct Debits

9.1. Bank signatories, arrangements for payments and the ongoing suitability of the current banking provider

The banking arrangements were reviewed and their suitability for the Parish Council **CONFIRMED**. It was **NOTED** that Cllr Alex Ross-Shaw has had issues with the bank recognising his signature and this has delayed the granting of online "payment submit" capabilities to Cllr Kath Hirsh.

9.2. Internal audit arrangements

It was **NOTED** that a new auditor would need to be appointed for the financial year 25/26 as the current firm is limited to 3-year engagements.

9.3. Subscriptions

9.3.1. YLCA. **NOTED** and **CONFIRMED**

9.3.2. SLCC. **NOTED** and **CONFIRMED**

9.3.3. ICO. **NOTED** and **CONFIRMED**

9.4. Direct debits and automatic payments

9.4.1. Yu Energy. **NOTED** and **CONFIRMED**

9.4.2. BMDC monthly payroll charge. **NOTED** and **CONFIRMED**

9.4.3. Bank charges. **NOTED** and **CONFIRMED**

9.4.4. Microsoft 365 licence. **NOTED** and **CONFIRMED**

10. (AM 05/25) Training

10.1. Training undertaken

The external training undertaken by the Clerk was **NOTED**

11. (AM 05/25) Review of section 137 expenditure

11.1. It was **NOTED** that no section 137 expenditure had taken place as the Parish Council has the general power of competence.

12. AM 05/25)Meeting dates

12.1. Dates for full council meetings in the municipal year 2025-26.

It was **RESOLVED** that Wrose Parish Council would continue to hold an ordinary meeting at 7pm on the 2nd Thursday of the month at St Cuthbert's Church Hall (subject to hall availability).

13. To close the meeting It was RESOLVED to close the meeting at 6.52pm
