



**WROSE**  
PARISH COUNCIL

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## **Minutes of the Annual Meeting of Wrose Parish Council**

Held on Thursday 14 May 2026 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.

The meeting commenced at 6.34pm and ended at 6.49pm.

### **Present:**

Councillors: Susan Hinchcliffe (in part), Kath Hirsh, Dave Jessop, Alex Ross-Shaw and Gillian Thorne

Clerk: Ruth Thompson

Members of the public: One person arrived shortly after the start of the meeting.

### **1. (AM 05/26) Election of the Chair for 2026-27**

#### 1.1. Chair nominations and election

*Cllr Susan Hinchcliffe arrived at 6.36pm*

**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 welcomed everyone to the meeting.

### **2. (AM 05/26) 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 Chair of the meeting.

### **3. (AM 05/26) Apologies**

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

### **4. (AM 05/26) Declarations of Interest**

#### 4.1. It was **NOTED** that no declarations of interest had been made.

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## **5. (AM 05/26) Committees of the Parish Council**

- 5.1. It was **RESOLVED** to retain the Community Garden Working Group to continue to develop proposals for the use and management of Haslam Grove green space.

Membership of the working group includes Cllrs Alex Ross-Shaw, Kath Hirsh and Gillian Thorne, members of the public who wished to support or have 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.

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

## **6. (AM 05/26) Review of delegation arrangements**

- 6.1. The existing delegation arrangements were reviewed, and it was **RESOLVED** to confirm the existing delegations.

## **7. (AM 05/26) 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 05/26) Review of core governance documentation and insurance cover**

### 8.1. Standing Orders, Financial Regulations and Code of Conduct

It was **NOTED** that the Parish Council believed that the current Standing Orders, Financial Regulations, and Code of Conduct were adequate, and amendments were not required at the current time.

### 8.2. Minimum values on AGAR asset list

It was **RESOLVED** that the minimum purchase value of assets on the AGAR list would be £100 except for IT items where the minimum would be set to retain the current items on the list.

### 8.3. Insurance and risk management

It was **NOTED** that the internal auditor had recommended an increase in the level of fidelity guarantee insurance cover.

It was **RESOLVED** that the Clerk would obtain a quote for an increase in this level of cover from the insurance provider for the council to consider.

**9. (AM 05/26) 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**.

9.2. Internal audit arrangements

It was **NOTED** that a new auditor had been appointed for the financial year 25/26. It was **RESOLVED** not to appoint an internal auditor to conduct an interim audit in the financial year 26/27.

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. It was **NOTED** that, at the request of Bradford Metropolitan District Council, this payment is now made monthly by BACS transfer.

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

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

**10. (AM 06/26) Training**

10.1. Training undertaken

The external training undertaken by the Clerk and the self-study training undertaken by councillors was **NOTED**.

**11. (AM 05/26) Meeting dates**

11.1. Dates for full council meetings in the municipal year 2026-27.

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

**12. (AM 05/26) To close the meeting** It was **RESOLVED** to close the meeting at 6.49pm