

**MINUTES of the Annual Meeting
of Denholme Town Council,
held on Tuesday 15 May 2018 at 7.30pm
in the Council Chambers, Mechanics Institute, Denholme**

Present:	Councillors S.Nunn, A.Sherriff, M.Foster, D.Miller, J.Wood, J.MacFarlane, S.Brazil and H.Sherriff. Alison Swiszcowski – Town Clerk. Three members of the public.
1819/001	Election of Chair 2018-2019 Resolved: that Cllr S.Nunn be elected Chair for the year 2018-2019. Proposed by Cllr A.Sherriff, seconded by Cllr J.MacFarlane, all in favour.
1819/002	Declaration of Acceptance of Office Cllr Nunn read and signed the Declaration of Acceptance of Office as Chair. The Clerk signed the Chair's declaration.
1819/003	Election of Vice Chair 2017-2018 Resolved: that Cllr A.Sherriff be appointed Vice-Chair for the year 2018-2019. Proposed by Cllr S.Nunn, seconded by Cllr S.Brazil, all in favour.
1819/004	Co-option of Councillor Unfortunately the person who was to be co-opted was unable to attend the meeting due to family illness so the Co-option will be deferred until the next meeting.
1819/005	Apologies None.
1819/006	Disclosures of Interest No disclosures of interest were declared.
1819/007	Ten Minute Rule Mr Ahmed spoke about his planning application 18/01529/VOC.
1819/008	Minutes of the Last Meeting a) To approve and sign the minutes of the Meeting held on Tuesday 17 April 2018. Resolved: that the minutes of the Meeting held on Tuesday 17 April 2018 be approved as a true and accurate record and signed by Councillor Nunn. b) Matters Arising 1718/143c The precept money is now in the current account. Councillor A.Sherriff will now transfer £30,000 to the Santander Savings account as agreed under this item.
1819/009	Finance a) To authorise payments Resolved: that the payments are approved and Schedule 109 was signed by the Chair. Denholme Community Gardens (Donation) 100.00 A.Swiszcowski (Mobile Phone top up) 10.00 b) To note receipt and approval of Internal Auditor's Report Resolved: that the Internal Auditor's Report for 2017/2018 has been received and is approved.

Signed: _____

	<p>c) To approve the Annual Governance statement 2017/2018 Resolved: that the Town Council approve the Annual Governance statement and this was duly signed by the Chair.</p> <p>d) To consider and approve the Accounting Statements Resolved: that the Town Council approve the Accounting Statements and these were signed by the Chair.</p> <p>f) To agree payment for Internal Audit. Resolved: that the Town Council pays Rachel Pearson for carrying out the audit.</p> <p>g) To approve the Asset Register. Resolved: that the Town Council approve the Asset Register dated 31 March 2018 and this was duly signed by the Chair.</p>
1819/010	<p>To accept the Register of Members Attendance for 2017/2018 Resolved: that the Register of Members Attendance for 2017/2018 be accepted and was signed by the Chair.</p>
1819/011	<p>To agree Appointment of Planning Committee 2018/2019 Councillors Nunn, Foster and Miller were duly appointed to this Committee.</p>
1819/012	<p>Councillors Areas of Responsibilities Resolved: that Councillors Areas of Responsibilities for 2018/2019 will be as follows:</p> <ol style="list-style-type: none"> a) Children & Young People <ul style="list-style-type: none"> • Denholme Primary School – Councillor Nunn. • Youth Café Management Committee representative – Councillor Wood. b) Health & Wellbeing – Councillor Foster. c) Community Affairs – Councillor Sherriff. d) Safer & Stronger Communities – Councillor Nunn to liaise with Police and the Community Contact Point. Also any Highways issues. e) SCAPAG – this will be vacant and the Area Co-ordinator will be informed. f) Parish/Town Council Liaison Committee – Chair, Vice Chair and Town Clerk g) Yorkshire Local Councils Association & organisations – Chair/Vice Chair with approval to vote at YLCA meetings. h) Greenwood Trust – Councillor MacFarlane.
1819/013	<p>General Data Protection Regulation (GDPR) The Town Clerk reported that she has made a start on compliance with the GDPR which formally comes into effect on 25 May. She is going through a template for a Data and Information Audit and applying this to the Town Council. Continual advice is being received from YLCA, SLCC and the Information Commissioners Office.</p> <p>She also reported that on 9 May during the Report and remaining stages of the Data Protection Bill, MPs accepted the Government amendment to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. However, this does not mean that the exemption is final.</p> <p>There followed a discussion about emails and using BCC and also about the Town Council setting up an email list to send people copies of the newsletter and information about events. When they join they would have to say they are happy to be emailed by the Town Council using their email address. Councillor Sherriff wants to open an account for this and start setting up an emailing list. This is to be an item on the next agenda.</p>
1819/014	<p>Community Pot Councillor Miller reported that we had received 9 applications and that all of them will be going forward to the voting event at the Gala.</p>

Signed: _____

	<p>The applications came from: Denholme Community Gardens – 2 applications Library New Allotments Youth Cafe Scouts Denholme Cricket Club DMI Community Centre – 2 applications Online voting – it was suggested that the dates for the online voting to be open are from 23 June to 7 July 2018. A template for the voting will be drawn up and this will go on the online voting page and an identical form will be the one used at the voting event at the Gala. There will be more detailed information about the bids on the website before the voting.</p>
1819/015	<p>Planning Applications: a) 18/01529/VOC Variation of condition 3 (gates shall be permanently removed) of permission 16/09260/FUL 1372 Thornton Road Denholme BD13 4HE Resolved: This condition was applied at the request of Highways Department, this compromise is as a result of discussions between the applicant and an Officer of Highways, therefore we have no objection to this variation. b) 18/01819/PNA Agricultural storage building Well Heads Farm Well Heads Denholme BD13 3SJ Councillor Nunn explained that under the new Planning Protocol if an application is likely to have an effect on a neighbouring parish then their Council is informed of the application. This also includes neighbouring authorities like Calderdale which does border on our parish. This application is one of the former. Resolved: No objections.</p>
1819/016	<p>Reports from Town Councillors Councillor A.Sherriff reported that the summer newsletter was coming on well.</p> <p>Councillor Wood reported on the Youth Café's 'Bake Off' due to take place on 16 June which is open to all. The Junior Club for 8 to 12 year olds is to start in June with a limit of 15 children per session. They will make use of an Art Worker during many sessions.</p> <p>Councillor Foster publicised a meeting for patients on 12 June in the evening in Thornton and encouraging people to come is an issue.</p> <p>Councillor Brazil highlighted two problems on Old Road. There is a lot of litter and rubbish which should be reported to Bradford Council on 01274 431000. Also a sign is needed to deter people from going down there and getting stuck.</p> <p>Councillor Foster said there is also an issue about the sign going up to Long Causeway which needs to be bolder so that big wagons do not go along there.</p>
1819/017	<p>Items for Inclusion on the Agenda of the Next Meeting The Clerk will receive items from Members for inclusion on the Agenda for the meeting to be held on Tuesday 19 June 2018. Items noted are Community Pot, Email mailing list and the Remembrance Service.</p>
1819/018	<p>Dates for Next Meetings a) The date of the next Planning Committee Meeting was confirmed as Tuesday 5 June 2018 at 7.30pm. b) The date of the next Meeting of the Town Council was confirmed as Tuesday 19 June 2018 at 7.30pm.</p>
	Meeting closed at 8.40pm.

Signed: _____