**Kelbrook And Sough Parish Council**

**Minutes of the Annual General Meeting of the Parish Council Tuesday 16 May 2023**

Acting Chair: S Ashley

Acting Clerk: C Elley

In Attendance S Ashley, C Elley, D Galway, G Slinger, V Kimberley, G Wilson, D Richardson

**Agenda item 1 Welcome and Introduction**

S Ashley Welcomed all PC members who introduced themselves.

S A Welcomed members of the public.

The meeting was filmed and Live streamed on the PC Facebook page and a member of the public also filmed the meeting.

**Agenda item 2 Elections of Officers**

The following officers were duly elected without objection.

a Chairperson Sharon Ashley

b Vice Chairperson Christine Elley

c Acting Clerk Christine Elley

d Acting RFO Gary Slinger

e Representatives on external Bodies

West Craven Area Committee Sharon Ashley

Pendleside Countryside Access forum Darren Galway

**Agenda Item 3 Attendance, Apologies and Non-Attendance**

Noted above.

**Agenda item 4 Declarations of Interest**

All PC members completed the ‘Declaration of Acceptance of Office’ forms.

**Agenda item 5 Minutes of previous meeting 14 March 2023**

Accepted with amendments.

**Agenda item 6 Discuss potential of locum clerk & arrangements for appointing new clerk**

SA has done some research on securing locum clerk until a permanent clerk is in situ. The costs involved vary from £25 t0 £40 per hour which would be invoiced to PC. If clerk worked 12 hours per week cost could be as much as £480. The locum would also support any new clerk over a transition period.

GW was unaware of the ‘locum’ clerks and questioned the validity of organisations offering this. GW felt that a permanent clerk is better.

After consideration by councillors, it was agreed that an advert will be prepared and posted on notice board social media and other avenues. SA agreed to look at a job description advertising and recruitment.

GW wished at this point to discuss the replacement of the existing Parish Council Facebook page with another version as it had not been agreed by all councillors. GW concerned about legal aspects of a replacement FB page and is concerned that there are no disclaimers on the page. GW referred to the social media policy ratified in February 2023. Discussions ensued among the PC members,

GW and DR left the meeting before discussions could be concluded. SA and councillors agreed item to be added to Agenda for June meeting.

**Agenda item 8 Arrangements to be made for transfer of all documents financial, assets passwords etc**

To date the newly elected PC have not had any documents handed over form the previous PC.

**Agenda item 9 Discussion of WEBSITE**

rolled over to next meeting.

Meeting closed 7.39pm

Next meeting is the Annual Parish Meeting Tuesday the 30th of May 7pm

Followed by a Parish Council Meeting Tuesday the 13th of June 7pm