

**Local Government Act 1972**  
**The next meeting of**  
**Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council will be held on**  
**Tuesday 19<sup>th</sup> April 2022 at**  
**Tosside Community Hall, commencing at 7.30pm**  
**PLEASE NOTE THAT PUBLIC MAY ATTEND**

**AGENDA**

1. To receive and approve apologies for absence
2. To receive declarations of pecuniary or personal interest
3. Adjournment for Public Session (Max 3 minutes per person)
4. To resolve and confirm the Minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2022 (circulated & on website)
5. Any Matters arising from those minutes not covered on this Agenda – for information only
6. To consider proposals from members to support the Queens Jubilee Celebrations in addition to the £1,000 already granted by the council
7. To consider the quotes given for replacement of all Notice Boards in the wards
8. To consider proposal of Social Media accounts for the Parish Council
9. To consider parishioners concerns regarding changes to parking on Main Street in Bolton-by-Bowland
10. To consider any further actions regarding the flooding of the beck in Bolton-by-Bowland
11. Motion to offer Bolton-by-Bowland Primary School a £500 contribution towards with Jubilee Garden Party for pupils and parents. Monies will help purchase outdoor games (that will be used post event) and to contribute to general expenses for the event
12. Due the period when the Parish Council could not access its bank account, Councillor Yates and Fortune paid from expenses on behalf of the council. The following items need to be reimbursed
  - 17/2/22 A Yates (J Lewis)
    - Laptop for Clerk £699.99
    - Wireless Mouse £24.99
    - Laptop Case £22.99
    - Norton 360 £9.99
    - Wireless Printer £169.99
    - Ink Cartridges £39.99
    - Total £967.94
  - 17/2/22 A Yates (SLCC)
    - Clerk Training Agenda & Minutes £84.00

- New Clerk Webinar £24.00
  - Total £108.00
  - H Fortune
    - Winter Planting £200
  - H Fortune (Lady Haigh)
    - Poppy Wreaths £153.60
  - H Fortune (Oaktrees Nursery)
    - Plants for villages £1100
13. To approve outstanding invoices
- 5/3/22 Bolton-by-Bowland Village Hall £25
  - 24/3/22 LALC Membership Invoice £224.05
  - 7/3/22 ILCA Qualification Fee Clerk £144.00
  - 7/3/22 SLCC Effective Communication Course Clerk £108.00
  - 7/3/22 SLCC Membership & Joining Fee £144.00
14. The Clerks salary: The Parish Council have a contractual obligation to pay the Clerks salary on 28<sup>th</sup> of each month. The payroll is run on the 21<sup>st</sup> of each month. It is difficult to co-ordinate this with Council meetings, therefore the Chair suggests that the payroll and subsequent payment is approved via email with the Finance Committee
15. To approve the Bank Balance of £53,950.35
16. To approve proposal from Chair that Rob Veitch acts as internal auditor, with the task of completing before month end. External auditor to be appointed with the view of completion by June latest
17. Matters brought forward by members – please note for information only
18. The date of the next meeting 23<sup>rd</sup> May 2022 at Bolton-by-Bowland Village Hall

**Clerk & Responsible Finance Officer**  
 clerk@boltonbybowland-gisburnforest-sawley-pc.org.uk  
 HMADDOCK