

**Minutes of the Annual Parish Council Meeting held on Monday 9<sup>th</sup> May 2022**

**Present:** Councillor T Fiddler, (Chair),  
 Councillors T Threlfall, Mrs L Willis, K McKay, Mrs. N Griffiths, Mrs C Thomas, Mrs. N Whalley, Mrs. P Mulholland, St. J Greenhough.

**1) To receive an update on how the Chairman & Vice Chairman are elected each year.**

The Clerk reported during his term of office the Chairman has been selected by seniority. Currently the Councillors elected in 2015 are being asked to become Chairman based on their length of service. Councillor T Threlfall is next in line. The remaining 3 Councillors will be Mrs. P Mulholland followed by K McKay then Mrs N Griffith.

The Vice Chairman is elected by the Chairman each year, but does not automatically become Chairman the following year

**2) To Elect the Chairman**

It was resolved that Councillor T Threlfall be elected Chairman for the next 12 months. The Chairman thanked Cllr. T Fiddler for all the hard work he had put in as Chairman over the last 12 months. Also, he thanked Cllr. Mrs. P Mulholland for the work she had put in as Vice-Chairman.

**3) The Chairman to sign the declaration of acceptance of office.**

Councillor T Threlfall signed the Chairman’s declaration of Acceptance of Office, in the presence of the members of the Council.

**4) To Elect the Vice Chairman**

It was resolved that Councillor Mrs C Thomas be elected Vice Chairman for the next 12 months.

**5) To accept Apologies for absence**

Cllr. Mrs. F Craig-Wilson (sick) Mrs D Plant (resigned) J Graham (other Business)  
 It was resolved to accept the reason for absence.

**6) To elect the Officials to the Committees and to represent the Council on Committees of Organisation and Bodies.**

It was resolved to elect the following officials: -

**Chairman** – Councillor T Threlfall

**Vice Chairman** – Councillor Mrs C Thomas,

**Finance Committee**

Chairman - Councillor Mrs. N Griffiths

Vice- Chairman – Councillor Mrs. L Willis

Members: The full Council

**Open Spaces/Fabrics Committee**

Chairman - Councillor T Threlfall,

Vice- Chairman – Councillor St J Greenhough.

Members – Councillors K McKay, Mrs E Willis, Mrs. P Mulholland, T Fiddler, Mrs. N Whalley, Mrs. C Thomas, J Graham and a member of the Freckleton in Bloom Committee.

**Planning Committee**

Chairman - Councillor K McKay

Vice-Chairman – Councillor Mrs. L Willis

Members: The full Council (except Cllr T Threlfall)

Sequence 1970

Initialed .....

Cllr. T Fiddler may attend in an advisory position due to his position on FBC Planning committee.

**Communications Committee**

Chairman – Councillor Mrs. N Griffiths.

Vice- Chairman – Councillor Mrs. F Craig-Wilson.

Members - Councillors St J Greenhough, K McKay and J Graham.

**Members on Committees of other Organisations and Bodies:**

It was resolved to appoint the following representatives:-

**Rawstone Sports Centre Management** – Councillors T Fiddler, Mrs. N Griffiths, Mrs. N Whalley and J Graham.

**Old Peoples' Welfare** - Councillors Mrs E Willis.

**Village Hall Management** - Councillors Mrs. L Willis, T Threlfall, Mrs. N Griffiths and St. J Greenhough

**Fylde CAB** – Mrs. N Griffiths

**Freckleton Charities Trust** - Councillors T Fiddler, T Threlfall and Mrs. L Willis.

**Parish Liaison meeting** – Councillors J Graham, Mrs. N Whalley, Mrs. P Mulholland and Mrs. F Craig-Wilson

**BAE Community Liaison group** – Councillors K McKay, Mrs. L Willis and St J Greenhough.

**SITA Community Liaison Panel** – Councillor T Threlfall

**Club Day committee** – Councillor Mrs. L Willis

**Freckleton in Bloom** – Councillor T Threlfall

**Friends of the Memorial park** – Councillor T Threlfall.

**Governor of Strike Lane School** – Councillor Mrs. P Mulholland.

**Governor of C of E School** – Councillor St. J Greenhough.

**Friends of Freckleton Library** – Councillor K McKay.

**7) To review the Terms of reference for the Committees.**

It was resolved to agree the following terms of reference for committees: - as agreed at the meeting held on 09/05/22.

**The Terms of reference for the Committees.**

**1. All Committees**

It was resolved that none of the Committees or sub-committees would have authority to approve any expenditure.

**2. Finance**

It was resolved that the Finance committee would have full delegated authority for the decisions made. In addition, that it would meet in January.

**3. Planning**

It was resolved that the Planning committee would have full delegated authority for the decisions made. In addition, that it would meet on a monthly basis.

**4. Open Spaces/Fabrics**

It was resolved that the Open Spaces/Fabrics committee would have full delegated authority for the decisions made. In addition, that it would meet on a monthly basis between March and July and again in October. In addition, the Chairman may call additional meetings.

**6. Communications**

It was resolved that this would be a “Task and Finishing” group.  
It was resolved that this working group would have delegated responsibility for the content, production and distribution of the Newsletter. All other recommendations made by this group would be referred to Council for ratification.  
The Chairman will be represented on this Committee each year.  
In addition, it would meet in April and October each year.

- 7) **To approve the dates of the meetings for the next 12 months. – See Appendix A**  
It was resolved that the dates be approved.

**There being no further business the Chairman closed the meeting.**

Signed.....T Threlfall, Chairman.....

Date.....06/06/22.....

**Appendix A**

**Diary of meetings June 2022 to May 2023  
(Subject to change if any Full Council meeting clashes with FBC Group meetings)**

**June ‘22**

- 06/06/22– Full Council - starting 7:00pm
- 06/06/22 – Planning Committee - starting 6:30pm
- 13/06/22 – Open Spaces /Fabrics committee – starting 6:30pm

**July ‘22**

- 11/07/22 – Full Council - starting 7:00pm (FBC Full Council meeting – 04/07/22)
- 11/07/22 – Planning Committee - starting 6:30pm

**August ‘22**

- 01/08/22– Planning Committee - starting 7:00pm

**September ‘22**

- 05/09/22 – Full Council - starting 7:00pm
- 05/09/22 – Planning Committee - starting 6:30pm
- 12/09/22 - Open Spaces /Fabrics committee – starting 6:30pm

**October ‘22**

- 03/10/22 – Full Council - starting 7:00pm
- 10/10/22 – Planning Committee - starting 6:30pm
- 10/10/22 - Communications Group directly after Planning meeting

**November ‘22**

- 07/11/22 – Full Council - starting 7:00pm
- 07/11/22 – Planning Committee - starting 6:30pm

**December ‘22**

- 12/12/22 – Full Council - starting 7:00pm (FBC Full Council on 05/12/22)
- 12/12/22 – Planning Committee - starting 6:30pm

**January ‘23**

- 02/01/23 - Full Council - starting 7:00pm

Sequence 1972

Initialed .....

02/01/23 – Planning Committee - starting 6:30pm  
09/01/23 – Finance Committee – starting 6:30pm  
09/01/23 - Rawstone Trust fund – starting 7:00pm

**February '23**

13/02/23 – Full Council - starting 7:00pm (FBC Full Council on 06/02/22)  
13/02/23 – Planning Committee - starting 6:30pm

**March '23**

06/03/23 – Full Council - starting 7:00pm  
06/03/23 - Planning Committee - starting 6:30pm

**April '23**

03/04/23 - Annual Assembly – Meeting of the electorate - starting 6:30pm  
03/04/23 – Full Council - starting 7:00pm  
17/04/23 – Planning Committee - starting 6:30pm  
17/04/23 - Communications group  
24/04/23 - Open Spaces /Fabrics committee – starting 6:30pm

**May '23**

08/05/23- Annual Parish Council meeting - starting 6:30pm  
08/05/23 - Full Council - starting 7:00pm after the Annual Parish Council meeting  
08/05/23– Planning Committee - starting 6:00pm  
15/05/23 - Open Spaces /Fabrics committee – starting 6:30pm