

**BRINKLOW PARISH COUNCIL**  
**Minutes of the Brinklow Annual Meeting of the Council**  
**Held in the Community Hall on 14th May 2026**

**Present:** Councillor J Reid (Chairman) J Boonham  
Councillor T Heenan D Lloyd (Clerk & RFO)  
Councillor I Currington 7 Members of the public  
Councillor S Brown Councillors H Timms & T Gillias (RBC)  
Councillor J Brickwood Councillor A Warwick (WCC)

**1. Election of the Chairman of the Council for the 2026/2027 Municipal Year**

John Reid was proposed by Councillor T Heenan to continue as the Chairman of the Parish Council for a further year, and this was seconded by Councillor S Brown. An Acceptance of Office was signed by the Chairman and the Clerk.

**2. Declaration of acceptance of office by the Chairman of the Council**

Chairman John Reid said that he was very happy to continue in this role for one further final year and thanked the councillors for re-electing him. He stated that this will likely be the last year that he will stand as Chairman.

**3. Election of the Vice-Chairman of the Council for the 2026/2027 Municipal Year**

It was proposed by Chairman J Reid that Councillor T Heenan is re-elected as the vice-chairman for a further year, and this was seconded by Councillor S Brown.

**4. To Receive Apologies and Approve Reasons for Absence.**

Apologies were accepted from Councillor K Keene.

**5. To receive written requests for Disclosable Pecuniary Interests where that interest is not already in the register of members' interests.**

Chair J Reid and Councillor T Heenan provided new details to the Clerk to record.

**6. Appointment of any new committees in accordance with standing orders.**

None to appoint.

**7. Review and adoption of appropriate standing orders and financial regulations.**

These were reviewed and the Standing Orders & Code of Conduct needed no amendments but a slight amendment is needed for the financial regulations. Amended document to be adopted at the next meeting.

**CLERK TO ACTION**

**8. Review of inventory of land and other assets including buildings and office equipment.**

The Land and Asset register was reviewed and it was noted that the 4 flagpoles need adding to the inventory.

**CLERK TO ACTION**

**9. Confirmation of arrangements for insurance cover in respect of all insurable risks.**

The current insurance is due for renewal at the end of July but it should auto-renew as we accepted a three year insurance quote in 2025. No additions needed.

**10. Review of the Council's and/or staff subscriptions to other bodies.**

It was agreed by all Councillors that the WALC, NALC, ICO data protection, and CPRE subscriptions are to be continued.

**11. Review of the Council's complaints procedure.**

No amendments needed.

**12. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**

The Data protection policy needs updating as required by the latest regulations. The following policies were reviewed and no amendments are needed:

*Equal opportunities policy; Committee terms of Reference; Risk Assessment Policy; Health & Safety Policy; Home/Lone Working Policy; Community Emergency Plan; Social Media Policy; CCTV Policy; Disciplinary and Grievance Procedure; Planning Applications procedure policy; Transparency Policy.*

**CLERK TO ACTION**

**13. Review of the Council's policy for dealing with the press/media.**

No amendments needed.

**14. Review of the Council's employment policies and procedures**

No amendments needed.

The Meeting Closed at 7.30 pm

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CHAIRMAN