

**Minutes of the  
Annual Brinklow Council Meeting  
To be held on  
Monday 17 May 2021; 19:15 Hours  
Community Hall, Broad Street, Brinklow.**

**Present:** Cllr S Brown                      Cllr T Heenan  
                 Cllr M Lavin                      Cllr S Love  
                 Cllr J Reid                      P Creek (Clerk and RFO)

- 1.** The meeting was opened by the Clerk and its purpose explained.
- 2.** On a call for a proposal for the Chair Cllr Reid was proposed by Cllr Heenan and seconded by Cllr Brown. Carried unanimously.  
On a call for proposal for the Deputy Chair Cllr Heenan was proposed by Cllr Reid and seconded by Cllr Lavin. Carried unanimously.
- 3.** The minutes of the meeting held Thursday 16 May 2019 were deemed accurate and signed by the Chair.
- 4.** Cheque numbers 2160 to 2170 and 2231 to 2233 were authorised and signed by two signatories. Details will be captured in the meeting to be held on 10 June 2021.
- 5.** The audit procedure, and progress thus far, was outlined to the meeting. It was agreed to circulate relevant documentation to all present.

**Action: Clerk.**

The meeting concluded at 19:40.

Phil Creek, Clerk to Brinklow Parish Council.

Telephone 07767 380696.