

**MINUTES OF THE ANNUAL MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL
HELD AT SCHOOL FARM, CHOLMONDELEY ON 19 MAY 2015**

PRESENT: Councillor C Crossley Chairman
Councillor A D Fennell Vice-Chairman
Councillors J Clarke, C Hopley, P Winward and G Willis

APOLOGIES: Councillor D Sweetman

ABSENT: Councillors J Mosford, R Probin and D Sweetman

Note: Having been elected to the office of parish councillor at the elections on 7 May 2015, each Member signed a Declaration of Acceptance of Office prior to the start of the meeting.

1 ELECTION OF CHAIRMAN

The Parish Council was invited to elect a Chairman to serve until the Annual Meeting in 2016.

RESOLVED: That Councillor C Crossley be elected Chairman of the Parish Council to serve until the Annual Meeting in 2016.

(Note: The Chairman signed a Declaration of Acceptance of Office.)

2 ELECTION OF VICE-CHAIRMAN

The Parish Council was invited to elect a Vice-Chairman to serve until the Annual Meeting in 2016.

RESOLVED: That Councillor A D Fennell be elected Vice-Chairman of the Parish Council to serve until the Annual Meeting in 2016.

3 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

Whilst the Clerk could advise on the Code of Conduct and its interpretation, the decision to declare, or not, was the responsibility of the Parish Councillor, based on the particular circumstances.

4 REGISTRATION OF INTERESTS

Parish Councillors were invited to refresh their 'Registration of Member's Interests' forms. These should be completed and returned to the Clerk. The forms would be sent to the Cheshire Association of Local Councils and added to the Parish Council's website and to the Borough Council's website.

5 MINUTES – 1 APRIL 2015

The Minutes of the meeting held on 1 April 2015 were not available and would be submitted to the next meeting.

6 VACATION OF OFFICE THROUGH NON-ATTENDANCE (The 6-month rule)

Members were reminded that under S.85(1) of the Local Government Act 1972, "*.... if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.*"

The effect of this provision was that the Member automatically ceased to hold office as soon as the six-month period expired if that Member's Council had not formally approved the councillor's absence before that date.

A full explanation was provided on the agenda. It was noted that the responsibility for ensuring that a member of Council did not vacate his or her office through continuous failure to attend meetings rested entirely with the individual councillor.

7 ELECTIONS – 7 MAY 2015

7.1 Local Elections Results and Vacancies

Following the elections on 7 May 2015, the following candidates were returned unopposed.

Chorley Parish (5 seats)	John Clarke Christopher Hopley Philip Probin Philip Winward
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Cholmondeley Parish (6 seats)	Christine Crossley Antony Fennell John Mosford Richard Probin Dawn Sweetman Geoff Willis
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There was one seat remaining (Chorley Parish). The Clerk invited Members to contact her with the names of any potential candidates who could be co-opted at the next meeting.

7.2 Borough Council Elections

It was noted that Councillor Stan Davies had been re-elected as Borough Councillor for the Ward.

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council appointed representatives to the following outside bodies:

- Cheshire Association of Local Councils
Councillor C Crossley
- Police Cluster meetings
Councillors C Crossley, P Probin and D Sweetman

Invitations to attend other outside bodies would be dealt with as and when they arose.

9 FINANCIAL MATTERS

9.1 End of Year Accounts (1 April 2014 – 31 March 2015)

The Council was asked to approve the accounts for auditing purposes and received the following documents:

- (a) Annual Return (Page 1)

The Council was reminded of its duty to ensure that there was a sound system of internal control, including the preparation of the periodic accounting statements, and to confirm that satisfactory arrangements are in place.

- (b) Balance sheet to 31 March 2015
- (c) Accounts ledger showing receipts and payments.
- (d) Assets Register.

- RESOLVED:** (a) That the accounts for the year 2014-2015 be approved;
- (b) That the Assets Register be amended to include the mini-marquee purchased during the Diamond Jubilee Year (£600 value); and
- (c) That it be noted that a risk assessment had not be carried out during 2014-2015.

9.2 Appointment of Internal Auditor

It was a requirement that the Internal Auditor be appointed annually. Members were asked to approve the continued appointment of Mr C M Moulton for the year 2015-2016.

RESOLVED: That Mr C M Moulton be appointed as Internal Auditor for the accounts 2015-2016.

9.3 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£62.08	Cheshire Association of Local Councils affiliation fee
£273.41	Zurich Municipal – insurance cover commencing 1 June 2015
£37.60	HM Revenue & Customers – tax on Clerk's salary

10 CALENDAR OF MEETINGS – 2015-2016

RESOLVED: That the calendar of meetings for 2015-2016 be approved as follows:

21 July	19 January 2016
15 September (to be held at Cholmondeley Bowling Pavilion)	15 March
17 November (Budget meeting)	17 May (Annual Meetings)

11 RISK MANAGEMENT REVIEW

It was a requirement that the Parish Council reviewed its risk assessment/management arrangements each year. This had not been undertaken in 2014-2015.

A schedule was now submitted for approval, subject to any amendments to be made at the meeting.

RESOLVED: (a) That the risk assessment/management schedule be approved; and

(b) That to ensure the safe-keeping of the official Minute Book, Councillor Fennell be thanked for his offer to retain this in a fireproof cabinet on his business premises (following completion of the current audit).

12 UP-DATE ON EMERGENCY PLANNING

The document required finalising and issue.

13 SHARED INFORMATION

Members were invited to share information

- Update on the provision of Cheshire Railings and general tidying up of the roadside in the vicinity of the A49. Agenda item for July meeting.
- No further action was required on the resilience plan. The emphasis would now be on putting it into effect.
- At a recent Police Cluster meeting it was reported that there had been a reduction in crime in this area.

14 DATE OF NEXT MEETING

21 July 2015

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm