

CHOLMONDELEY & CHORLEY PARISH COUNCIL

www.cholmondeley-chorley.co.uk

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Clerk

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Parish Councillors are summoned to

THE ANNUAL MEETING OF THE PARISH COUNCIL

DATE: TUESDAY 22 MAY 2018
TIME: 7.30 PM (or on the later rising of the Parish Meeting)
VENUE: SCHOOL FARM, CHOLMONDELEY
(Adjacent to Cholmondeley Bowling Pavilion)

Signed:



Date of Issue: 17 May 2018

A G E N D A

ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2019.
- 1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2019.
- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible.

4 DECLARATION OF INTERESTS

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

To: Councillors J Clarke, C Crossley, A Fennell, C Hopley, S Langton, J Moody, P Probin, R Probin, D Sweetman, G Willis and P Winward

Copy: Borough Councillor W S Davies

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

5 MINUTES – 20 MARCH 2018

To approve as a correct record the Minutes of the Meeting held on 21 March 2017.

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6 PUBLIC QUESTION TIME

Members of the public are able to address the Parish Council or ask a question.

Each member of the public is entitled to ask one question or make a statement. Questions or statements must be addressed to the Parish Council as a whole and not to individual parish councillors. This is not an opportunity for engaging in debate with Members.

7 ANNUAL ACCOUNTS – 2017-2018

7.1 Review of the Effectiveness of Internal Audit – 2017-2018

In accordance with the Accounts and Audit (Amendment) (England) Regulations 2006, the Parish Council is required to carry out a review of the effectiveness of the internal audit of the Council’s accounting, financial and other operations. The Regulations require that the review of the effectiveness of the system of internal audit precedes the annual governance review. The checklist is enclosed.

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7.2 Internal Audit Review of Accounts 2017-2018

JDH Business Services Ltd has audited the accounts for 2017-2018 and its report is enclosed.

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The following are the recommendations:

- The Annual Governance Statement has not been published on the Council’s website, but in accordance with the Transparency Code for Smaller Authorities, this is a requirement.
- The Council needs to note and take action of the General Data Protection Regulation which comes into force on 25 May 2018. (see below at item 12)
- The Clerk should be issued with a formal Contract of Employment. (This can be dealt with at the July meeting.)

**7.3 Annual Accounts: 2017-2018
Section 1 of the Annual Governance and Accountability Return (AGAR)**

The Annual Governance and Accountability Return (AGAR) is enclosed for approval.

The order in which the sections are to be approved is specified. Section 1 (Annual Governance Statement) must be authorised first. In previous years, Clerks would complete the Annual Governance Statement on behalf of their Councils and submit it to the Parish Council for approval. This year, however, PKF Littlejohn LLP, the new external auditor has asked that all Local Councils be specifically asked to approve the following to ensure that Members are fully aware of their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements. This will avoid them approving the document ‘on the nod’. The following table can be found at page 5 of the AGAR.

| | Section 1 of the AGAR (to be approved prior to Section 2) | Agreed | |
|---|--|---------------|-----------|
| | | Yes | No |
| 1 | We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements. | | |

| | Section 1 of the AGAR (to be approved prior to Section 2) | Agreed | |
|---|--|--------|----|
| | | Yes | No |
| 2 | We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | |
| 3 | We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | |
| 4 | We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | |
| 5 | We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | |
| 6 | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit. | | |
| 8 | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | |
| 9 | (For local councils only). Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) assets, including financial reporting and, if required, independent examination or audit. | Yes | No |

The period during which electors may inspect accounting records is 11 June - 20 July 2018. A notice to this effect will be added to the website and published in the notice-board.

The AGAR must also be published on the website along with a statement that the Annual Return, as published, may be subject to change. As the Parish Council has declared itself exempt from external audit, the AGAR needs to be published on the website, but is not required for submission to the external auditor.

A copy of the detailed ledger is enclosed.

8 APPOINTMENT OF INTERNAL AUDITOR – 2018-2019

The appointment of an Internal Auditor is a statutory requirement to be undertaken annually. The Parish Council is invited to re-appoint JDH Business Services to carry out the internal audit in 2018-2019.

9 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council is required to review its risk management arrangements once a year. A schedule is enclosed for consideration and approval subject to any amendments which Members might wish to make.

10 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to appoint representatives to the following outside bodies.

- Cheshire Association of Local Councils
- Police Cluster meetings

11 CALENDAR OF MEETINGS – 2018-2019

To approve the enclosed calendar of meetings for 2018-2019.

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ORDINARY PARISH COUNCIL BUSINESS

12 BOROUGH COUNCILLOR'S REPORT

Councillor W S Davies to report on Cheshire East Council matters.

13 GENERAL DATA PROTECTION REGULATION (GDPR)

To consider the Clerk's report in respect of the new GDPR which comes into force on 25 May 2018.

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On 26 April 2018, the Cheshire Association of Local Councils (ChALC) informed Clerks that the Government had tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a **Data Protection Officer (DPO)** under the General Data Protection Regulation.

On 14 May 2018, ChALC further notified Clerks that officials from the Department for Culture, Media and Sport had confirmed that whilst all other measures will still apply, the appointing of a Data Protection Officer to support a Council's approach to data protection will be discretionary and may be regarded as good practice. The amendment to the Bill can be accessed [here](#).

The Bill now enters '[Ping Pong](#)' with the House of Lords considering amendments made during the House of Commons stages, although it is not expected that this amendment will be reversed. Officials have advised that they expect Royal Assent and the Bill coming into force by 25 May 2018.

The Clerk is currently working through the Action Plan; however, although the detailed action plan and the suite of documents required to comply with GDPR are not yet finalised, there is no reason why a policy intention should not be submitted to the Parish Council for adoption. A draft Data Protection Policy is enclosed.

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14 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments.

| | |
|---------|--|
| £69.84 | Cheshire Association of Local Councils affiliation fee |
| £294.54 | Zurich Municipal – insurance cover commencing 1 June 2018 |
| £108.00 | JDH Business Services Ltd. – annual audit 2017-2018 (£90.00 net and £18.00 VAT) |
| £160.00 | Mrs C M Jones – net salary – 1 April 2018 – 30 June 2018) |
| £180.00 | Coderra Ltd. Website hosting (one year @ £15 per month) |
| £25.00 | Cholmondeley Coronation Hall – hire of room for meeting on 10 April 2018 |
| £36.00 | T P Jones & Co. LLP – payroll service (October 2017 – March 2018) |
| £tba | Cheshire Community Action – membership fee. This will enable the Parish Council to use the planning services for preparation of a Neighbourhood Plan |

15 PLANNING MATTERS

15.1 Planning Applications

The Parish Council is invited to comment on the following planning application.

18/1582N Unit 2, Croxton House, Croxton Green, Cholmondeley SY14 8HG
Proposed garden store to adjoin approved garage currently
under construction

The deadline date for observations was 2 May 2018. The Clerk has requested an extension to enable the Council to comment.

15.2 Neighbourhood Plan

At the public meeting held on 10 April 2018, there were approximately 30 residents in attendance, including parish councillors. Lucy Hughes (Community Led Planning Officer at Cheshire Community Action) was in attendance at the meeting and explained the process for preparing a Neighbourhood Plan and the benefits of having a plan for the parish.

At the end of the meeting, a vote was taken and there was overwhelming support for the preparation of a Neighbourhood Plan. A statement to this effect was added to the home page of the website.

The Parish Council is now invited to resolve, formally, that the Parish Council prepares a Neighbourhood Plan for the area.

The first stage is to set up a Steering Group and seek volunteers to join it. An article has been included in the draft newsletter, and draft Terms of Reference are enclosed for consideration.

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16 PARISH NEWSLETTER

A draft newsletter is enclosed for approval/amendment.

To follow

17 SHARED ITEMS

Members are able to share information which is not included on the agenda. Decisions cannot be taken under this item.

18 DATE OF NEXT MEETING

17 July 2018