
CHOLMONDELEY & CHORLEY PARISH COUNCIL

www.cholmondeley-chorley.co.uk

Debbie Foulkes Clerk/Finance Responsible Officer
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Parish Councillors are summoned to

THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

DATE: TUESDAY 14TH MAY 2024

TIME: 7.30PM

VENUE: SCHOOL FARM, CHOLMONDELEY

Signed: D Foulkes

Date of Issue: 14TH May 2024

To: Parish Councillors
(Councillors S Aspinall, I Cundy, C Crossley, A D Fennell, C Hopley, P J Probin)

Copy: Cheshire East Borough Councillor James Pearson and
Community Police Representative

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 2025.
- 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 2025.
- 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 prior to the meeting.

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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.

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 circumstances.

5 TO APPROVE THE MINUTES

To approve as a correct record the Minutes of the meetings held on 3 May 2023 (AGM), 17 October 2023 and 20 March 2024.

6 ANNUAL ACCOUNTS 2023-2024

The Parish Council is asked to authorise the issue of the accounts for submission to the Internal Auditor. The following documents are submitted:

- Detailed Statement of Accounts for 2023-2024
- The Annual Governance and Accountability Return (known as the AGR)

The Parish Council will be opting for exemption from an external audit (PKF Littlejohn LLP).

7 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.

8 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
- Other

9 NEIGHBOURHOOD PLAN STEERING GROUP

The Parish Council is asked to appoint Members to the Neighbourhood Plan Steering Group.

10 CALENDAR OF MEETINGS – 2024-25

The Parish Council is asked to consider the following dates for the year 2024-25

- 14th May 2024.
- 9th July 2024
- 19th November 2024
- 18th March 2025

Meetings will commence at 7.30pm, and it is expected that they will continue to be held in the School Farm, Cholmondeley.

The Parish Council is asked to approve the schedule of meetings.

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ORDINARY PARISH COUNCIL BUSINESS

11 BOROUGH COUNCILLOR'S REPORT

Ward Councillor to report on Cheshire East Council matters.

12 PUBLIC QUESTION TIME

Members of the public can 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.

13 FINANCIAL MATTERS:

Members are provided with an update of the following transactions that have been approved since the last meeting:

Invoice date	Account name	Amount	Reason for payment
21/03/2024	T P Jones & Co LLP	79.20	Payroll April 2023-March 2024
31/03/2024	D Foulkes	302.63	Jan-March Pay for Clerk
31/03/2024	HMRC Cumbernauld	68.80	HMRC tax jan-March2024
31/03/2024	AVOW	27.58	Payroll Charges Jan-March 2024
01/04/2024	Coderra	360.00	WordPress website hosting
06/04/2024	Zurich Town & Parish, Insurer Trust Account	294.54	Insurance cover 2024

14 NEIGHBOURHOOD PLAN

Members of the Steering Group are invited to update the Parish Council in respect of progress on the draft Neighbourhood Plan.

15 PLANNING APPLICATIONS

There were no Planning Applications.

16 NEWSLETTER

Members are invited to receive an update regarding the formation of the Parish Newsletter.

17 PARISH COUNCIL VACANCIES

Members are invited to discuss the current council vacancies at the Parish Council.

18 SHARED ITEMS

Members are invited to share information or request items for inclusion on the next agenda.

19 DATE OF NEXT MEETING

- 9th July 2024