
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 & ORDINARY MEETING OF THE PARISH COUNCIL

DATE: MONDAY 18th May 2026

TIME: 7.30PM

VENUE: SCHOOL HOUSE, CHOLMONDELEY

Signed: *D Foulkes*

Date of Issue: 10 May 2026

To: Parish Councillors
(Councillors C Crossley, A D Fennell,
C Hopley (Vice Chair), G Nicholas and P J Probin)

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

A G E N D A

ANNUAL MEETING OF THE COUNCIL & ORDINARY MEETING

1. Election of Chairman

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2027.
- 1.2 The elected Chairman will sign the Declaration of Acceptance of Office and take the Chair.

2. Election of Vice-Chairman

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2027.
- 2.2 The Vice-Chairman will sign the Declaration of Acceptance of Office.

3. Apologies for Absence

Apologies for absence should be submitted to the Clerk prior to the meeting.

4. Declarations of Interest

Members are invited to declare any disclosable pecuniary interests or

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other interests in items on the agenda and the nature of those interests. Members with such interests should leave the meeting for the relevant item(s).

5. Public Participation

Members of the public may address the Parish Council or ask questions. One question or statement per person, addressed to the Council as a whole. No debate with individual Councillors.

6. Borough Councillor's Report

To receive a report from Ward Councillor James Pearson on Cheshire East Council matters.

ANNUAL COUNCIL BUSINESS

7. Appointment of Internal Auditor

To confirm the appointment of **Mr Adam Keppel-Green** as Internal Auditor for the 2026–2027 financial year.

8. Appointments to Outside Bodies

To appoint representatives to the following:

- Cheshire Association of Local Councils
- Police Cluster Meetings
- Any other relevant bodies

9. Neighbourhood Plan Steering Group

To appoint Members to the Neighbourhood Plan Steering Group.

10. Review of Governance and Policy Documents

To review and approve:

- Standing Orders – Appendix A
- Financial Regulations – Appendix B
- Scheme of Delegation – Appendix C
- Risk Assessment (2026–2027) - Appendix D
- Asset Register (2026–2027)- Appendix E
- Payroll Procedures – Appendix F

11. Calendar of Meetings 2026–2027

To approve the schedule of meetings for 2026–2027.

Meetings will commence at 7.30pm and be held at either the Bowling Green or School Farm, Cholmondeley.

ORDINARY PARISH COUNCIL BUSINESS

12. Minutes

To approve as a correct record the Minutes of:

12.1 The Annual Meeting of the Council held on 6 May 2025

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12.2 The Ordinary Meeting of the Parish Council held on 16 March 2026

13. Regular Reports and Updates

13.1 Police Report

13.2 Highways, Road Safety and Litter

a. Updates via FixMyStreet

b. Community litter-picking initiatives

13.3 Notice board - update

14. Financial Matters

To note payments and financial transactions since the last meeting.
(Appendix G).

15. Annual Governance and Accountability Return (AGAR) 2025–2026

(Appendix H)

15.1 To receive the Accounting Statements for the year ended 31 March 2026

15.2 To consider and approve the Annual Governance Statement (Section 1)

15.3 To authorise submission of the Accounting Statements to the Internal Auditor

15.4 To note that the Accounting Statements (Section 2) will be presented for approval following completion of the internal audit

16. Planning Matters

To consider any planning applications or updates (Appendix I)

17. Parish Council Vacancies

To consider arrangements for co-option to fill current vacancies.

18. Shared Items / Items for Next Agenda

18.1 To raise any other items for future agendas.

18.2 Update from councillors on event planning initiatives.

19. Date of Next Meeting

To confirm the date of the next meetings:

16th June 2026

22nd September 2026

24th November 2026

16th March 2027