|  |  |  |
| --- | --- | --- |
| **PRESENT:** | Councillor C Hopley | Chairman |
|  | Councillor I Cundy |  |
|  | Councillor A D Fennell |  |
|  | Councillor P Probin |  |
|  |  |  |
|  |  |  |
| **APPOLOGIES:** | Councillor S Aspinall  Councillor C Crossley | Vice Chair |
|  | | |

1. **ELECTION OF CHAIRMAN**

The Parish Council was invited to elect a Chairman of the Parish Council to serve until the next Annual Meeting of the Council.

**RESOLVED:** **That Councillor C Crossley be elected Chairman of the Parish Council to serve until the next Annual Meeting of the Council (Councillor C Crossley stated in advance that she was prepared to accept the nomination).**

1. **ELECTION OF VICE-CHAIRMAN**

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

**RESOLVED: That Councillor I Cundy be elected Vice Chairman of the Parish Council to serve until the next Annual Meeting of the Council**

1. **DECLARATION OF INTERESTS**

No declarations were made.

1. **TO APPROVE THE MINUTES**

**RESOLVED: -That the Minutes of the meetings held on 3 May 2023 (AGM), 17 October 2023 and 20 March 2024 be approved as a correct record.**

**5 ANNUAL ACCOUNTS 2023-24**

5.1 The Parish Councils annual income or gross annual expenditure did not exceed £25,000 as set out in the Certificate of Exemption**.** See below:

* Total annual gross income for the authority 2023/24: £16,870
* Total annual gross expenditure for the authority 2023/24: £8,564

The Parish Council has therefore opted out of external audit 202324 (known as exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities).

* 1. The Parish Councillors reviewed and approved the completed accounts 2023/24 so that they could be submitted to the approved Internal Auditor (Afford Bond).
  2. The Parish Councillors reviewed and approved the VAT return 2023/24. As below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Invoice Date** | **VAT Number** | **Payee** | **Details** | **VAT** | **NET** | **Total** |
| 16/07/2023 | 771744412 | JDH Business Services Ltd | Payroll Services | 48.00 | 240 | 288.00 |
| 10/11/2023 | 133628520 | Gallery Flowers | Thank you for professional services undertaken. | 5.83 | 29.17 | 35.00 |
| 18/10/2023 | 198737245 | Seal Calibration | Defibrillator Purchase | 44.00 | 219.98 | 263.98 |
| 21/03/2023 | 606898500 | T P Jones & Co LLP | Payroll preparation | 13.2 | 66.00 | 79.20 |
|  |  |  |  |  |  |  |
| **Total** |  |  |  | **111.03** | **555.15** | **666.18** |

**RESOLVED:**

1. **That the Parish Council opt out of an external audit for 2023-24, in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations.**
2. **Approved the Certificate of Exemption that will be sent to the External Auditors before 30 June 2024.**

**(ii) Parish Councillors approved the issue of the completed accounts 2023/24 for submission to the Internal Auditor (Afford Bond)**

1. **Parish Councillors approved Section 1 of the Annual Governance Statement.**
2. **The VAT return 2023/24 was approved.**

**6 REVIEW OF RISK MANAGEMENT ARRANGEMENTS**

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

**RESOLVED: - That the risk management arrangements and schedule were approved by the Councillors**.

**7 APPOINTMENTS OF OUTSIDE BODIES**

**The Parish Council appointed the following representatives to the following outside bodies:**

* Cheshire Association of Local Councils;
* Police Cluster Meetings; and
* Other (Wrenbury Trust Fund)

**RESOLVED:**

1. **That attendance at Cheshire Association of Local Council meetings be shared amongst Members, dependent on availability.**
2. **That Police Cluster meetings be shared between Councillors C Hopley and Phil Robin.**
3. **Mr Philip Winwood to represent Cholmondeley- Chorley Parish Council for the Wrenbury Trust.**

**8 NEIGBOURHOOD PLAN STEERING GROUP**

The following Parish Councillor Members were re-appointed to the Neighbourhood PlanSteering Group:

* Councillor I Grundy
* Councillor C Hopley
* Councillor C Crossley

Non-Parish Council Members will be re approached to confirm their Membership for the year. At present the Non-Parish Members were:

* Claire Farquharson
* Stacey Rutter.

**9 CALENDER OF MEETINGS**

The Parish Council approved the schedule of meetings outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cholmondeley and Chorley Parish Council** | | |  |
| **Calendar of Meetings 2024/25** | | |  |
|  |  |  | |
| **Dates** | **Dates** |  | |
| 14th May 2024 | 19th November 2024 |  | |
| 9th July 2024 | 18th March 2025 |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

………………………………………….Chairman

Meeting closed at 8.38pm