

CHOLMONDELEY & CHORLEY PARISH COUNCIL

www.cholmondeley-chorley.co.uk

Carol Jones
Clerk

Tel: 07498 160 908
e-mail: carol.jones@cholmondeley-chorley.co.uk

Parish Councillors are summoned to

THE ANNUAL MEETING OF THE PARISH COUNCIL

DATE: TUESDAY 24 MAY 2022

TIME: 7.30 PM (or on the later rising of the Parish Meeting)

VENUE: CHOLMONDELEY BOWLING PAVILION

Signed:



Date of Issue: 24 May 2022

To: Parish Councillors
(Councillors S Aspinall, I Cundy, A D Fennell, M Furse, A Gresty, C Hopley,
R Keys, and P Probin)

Copy: Borough Councillor W S Davies

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 2023.
- 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 2023.
- 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.

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 particular circumstances.

5 MINUTES – 22 MARCH 2022

To approve as a correct record the Minutes of the Meeting held on 22 March 2022.

To follow

6 ANNUAL ACCOUNTS – 2021-2022

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

- The audit checklist provided by the Internal Auditor. This sets out a list of all the documentation required for the audit.
- Detailed statement of the accounts for 2021-22. This is not yet balanced; there are two bank statements missing, but it is expected that the statement will be available to forward to Members prior to the meeting.
- The Annual Governance and Accountability Return (known as the AGAR). The Internal Auditor will be auditing the accounts during the first week in June 2022. The AGAR must be published on the Council's website by 30 June 2022. This is a legal requirement, and failure to do so, could result in a surcharge levied against the Council. **This statement is also dependent on receipt of the two missing bank statements.**

To follow

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Section 1 must be approved first. This relates to the governance arrangements of the Council. As the Internal Auditor has not yet reviewed the accounts, the Council is not in a position to approve it. This, in turn, means that until the Parish Council is satisfied that its governance arrangements are appropriate, it cannot approve the accounts.

As the Council has opted for exemption from an external audit, the only document required by the External Auditor (PKF Littlejohn LLP) is the Certificate of Exemption.

Additional Meeting

The Clerk suggests that a quorum of the Parish Council convenes for a short extraordinary meeting to approve the AGAR following the audit, but this must be carried out in sufficient time to enable the AGAR to be published by 30 June 2022.

This extra meeting could be held week commencing 27 June 2022 to allow publication as required.

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.

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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

9 NEIGHBOURHOOD PLAN STEERING GROUP

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

9.2 Grant from Groundwork UK

The Parish Council was given a grant of £6,010.00 but has not spent the whole amount as it was not possible to complete the work before 31 March 2022, which was a condition of the grant. Spend is as follows, and the Parish Council is now required to return a sum of £2,533.00. See below calculations.

Item	Grant £ Net of VAT	Actual Spend £
General support and policy preparation - Cheshire Community Action	3,420.00	2,280.00
Ecological survey - Cheshire Wildlife Trust	1,710.00	1,197.00
Public meeting	50.00	Nil
Catering for public meeting	65.00	
Leaflets and draft Plan	765.00	Nil
TOTALS	<u>6,010.00</u>	<u>3,477.00</u>
Sum to be returned to Groundwork UK		<u>2,533.00</u>

10 CALENDAR OF MEETINGS – 2019-2020

The Parish Council is asked to consider moving its meetings to the fourth Tuesday in the month. This would result in the following dates for the year 2022-2023.

2022	2023
26 July 2022	24 January
27 September	28 March
22 November	23 May

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

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

ORDINARY PARISH COUNCIL BUSINESS

11 BOROUGH COUNCILLOR'S REPORT (**GUIDE TIME: 20 MINUTES**)

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

12 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.

13 CASUAL VACANCY

To report that Sarah Langton has resigned as a councillor, with effect from 18 May 2022.

Cheshire East Council will be notified of the vacancy, and in the event of there being no election called, the Parish Council will be able to co-opt to the vacancy.

14 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments. Other payments will be reported to the meeting.

£82.44	Cheshire Association of Local Councils affiliation fee
£tba	HMRC – Tax on Clerk’s salary.
£100.00	Cholmondeley Bowling Club – hire of room for two meetings (£50 each) 22 March 2022 (Neighbourhood Plan Steering Group) and Parish Council meeting 24 May 2022

The Parish Council is also asked to consider settling an invoice for hire of the Bowling Club on 19 April 2022. This was an event organised by the Neighbourhood Plan Steering Group following a community fund-raising event in aid of the Air Ambulance. The cost is £50.00.

15 INSURANCE RENEWAL

To approve insurance cover renewal with Zurich Municipal in the sum of £294.54, for the period 1 June 2022 – 31 May 2023.

Insurance documents comprising the following will be issued under separate cover.

To follow

- * Schedule of Insurance
- * Select for Local Councils Policy Document
- * Notice to Policy Holders (which explains key changes to your cover this year)

15 PLANNING APPLICATIONS

There are no planning applications for consultation.

16 DATE OF NEXT MEETING

26 July 2022