

# 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 21 JUNE 2022**

**TIME: 7.30 PM**

**VENUE: CHOLMONDELEY BOWLING PAVILION**

Signed:



Date of Issue: 16 June 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.

## **6 ANNUAL ACCOUNTS – 2021-2022**

The accounts have now been audited by the Internal Auditor. The following documents are enclosed.

- Report of the Internal Auditor 2021-22. This is in addition to completion of page 6 of the AGAR,
- Detailed statement of the accounts for 2021-22.
- The Annual Governance and Accountability Return (known as the AGAR). The approved 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. The copy enclosed is not the official version which the Internal Auditor will sign but cannot be collected until 23 June 2022. Upon receipt of the paper documents, the Clerk will insert page 4 (Internal Audit report) into the AGAR for publishing on the website.

Members are asked to note that on page 6, Box 8 (2021-22) is currently blank; this is owing to a technical issue with the electronically-enabled pdf version of the document and the sum of 7,313 will be inserted by hand before publication.

## **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

## **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
<b>TOTALS</b>	<b><u>6,010.00</u></b>	<b><u>3,477.00</u></b>
<b>Sum to be returned to Groundwork UK</b>		<b><u>2,533.00</u></b>

**10 CALENDAR OF MEETINGS – 2021-2022**

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.

<b>2022</b>	<b>2023</b>
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.

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**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 has been 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
£85.00	HMRC – Tax on Clerk’s salary for the period 1 April – 30 June 2022 (Figure to be confirmed).
£340.00	C M Jones – net salary for the period 1 April – 30 June 2022
£216.00	JDH Business Services – Internal Audit of accounts 2021-22
£294.54	Zurich Municipal insurance policy (see also item15)
£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 activity 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 documents will follow under separate cover.

- \* 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