

**MINUTES OF THE ANNUAL MEETING OF
CHOLMONDELEY & CHORLEY PARISH COUNCIL HELD ON 21 JUNE 2022
IN CHOLMONDELEY BOWLING PAVILION**

PRESENT: Councillor C Hopley Chairman
Councillor S Aspinall
Councillor I Cundy
Councillor M Furse
Councillor A Gresty
Councillor R Keys
Councillor P Probin

APOLOGIES: Councillor A D Fennell

ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

The Parish Council was invited to elect a Chairman to serve until the Annual Meeting in 2023.

RESOLVED: That Councillor C Hopley be elected Chairman of the Parish Council to serve until the Annual Meeting in 2023.

2 ELECTION OF VICE-CHAIRMAN

The Parish Council was invited to elect a Vice-Chairman to serve until the Annual Meeting in 2023.

RESOLVED: That Councillor I Cundy be elected Vice-Chairman of the Parish Council to serve until the Annual Meeting in 2023.

3 DECLARATION OF INTERESTS

Members were asked to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

4 MINUTES – 22 MARCH 2022

RESOLVED: That the Minutes of the Meeting held on 22 March 2022 be approved as a correct record.

5 ANNUAL ACCOUNTS – 2021-2022

The audited accounts were submitted and comprised the following:

- The Annual Governance and Accountability Return (AGAR).
- Report of the Internal Auditor 2021-22. This was a stand-alone report and separate to the completion of page 4 of the AGAR.

The auditor had made a recommendation in respect of the Transparency Code, which required Parish Councils with a turnover not exceeding £25,000 per annum, to publish a list of expenditure items in excess of £100 to be published. The Clerk was asked to prepare a list and arrange for them to be uploaded onto the website.

- Detailed statement of the accounts for 2021-22.
- The approved AGAR must be published on the Council's website by 30 June 2022. This was a legal requirement, and failure to do so, could result in a qualified audit.

5.1 Annual Governance Statement (Section 1)

The Council must approve Section 1 (Annual Governance Statement) prior to approval of Section 2, the Accounting Statement.

RESOLVED: That Section 1, the Annual Governance Statement, be approved.

5.2 Accounting Statement (Section 2)

RESOLVED: That Section 2, the Accounting Statement, be approved.

5.3 Public Right to Inspect the Accounts

The Clerk/RFO was required to commence the exercise of public rights period as soon as practical after the date of the AGAR approval. This must be 30 consecutive working days and must include the first 10 working days of July.

The Clerk had set the date for 1 July – 11 August 2022.

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 approval subject to any amendments which Members might wish to make.

RESOLVED: That the Risk Management schedule be approved without amendment.

7 APPOINTMENT TO OUTSIDE BODIES

The Parish Council was invited to appoint representatives to the following outside bodies.

- Cheshire Association of Local Councils
- Police Cluster meetings

RESOLVED: That attendance at any of the events organised by the Cheshire Association of Local Councils or the Police Cluster meetings, be decided based on individual councillors' availability.

8 NEIGHBOURHOOD PLAN STEERING GROUP

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

RESOLVED: That the following councillors be appointed to the Neighbourhood Plan Steering Group:

Councillor S Aspinall
Councillor A Gresty
Councillor I Cundy
Councillor M Furse
Councillor A Gresty
Councillor P Probin

8.2 Grant from Groundwork UK

The Parish Council had been awarded a grant of £6,010.00 but had been unable to spend the whole amount prior to 31 March 2022, which was a condition of the grant.

Spend was noted as follows, and the Parish Council was now required to return a sum of £2,533.00 to Groundwork UK.

Item	Grant Net of VAT £	Actual Spend £	Unspent Portion £
General support and policy preparation - Cheshire Community Action	3,420.00	2,280.00	1,140.00
Ecological survey - Cheshire Wildlife Trust	1,710.00	1,197.00	513.00
Public meeting	50.00	Nil	50.00
Catering for public meeting	65.00	Nil	65.00
Leaflets and draft Plan	765.00	Nil	765.00
TOTALS	6,010.00	3,477.00	2,533.00
Sum to be returned to Groundwork UK		2,533.00	

The issue of submitting a further grant was raised. As the ecological survey was not yet complete, and further support was required from Cheshire Community Action. The Steering Group would be preparing a new grant application and would submit all the necessary information to the Clerk for preparation of a new bid for a grant.

RESOLVED: That a sum of £2,533.00 be returned to Groundwork UK, representing the unspent portion of the grant of £6,010.00.

10 CALENDAR OF MEETINGS – 2021-2022

The Parish Council was 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

RESOLVED: (a) That meetings of the Parish Council be moved from the third Tuesday (bi-monthly) to the fourth Tuesday; and

(b) That the calendar of meetings be approved.

ORDINARY PARISH COUNCIL BUSINESS

11 BOROUGH COUNCILLOR'S REPORT

Councillor W S Davies (Ward Councillor) was not in attendance on this occasion.

12 PUBLIC QUESTION TIME

There were no members of the public in attendance.

13 CASUAL VACANCY

It was reported that Sarah Langton had resigned as a councillor.

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

14 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved.

14.1 Regular payments

£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
£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

14.2 Additional request

£50.00 Cholmondeley Bowling Club.

Members of the Neighbourhood Plan Steering Group had organised a community fund-raising event in aid of the Air Ambulance.

The event had been held in Cholmondeley Bowling Pavilion, and the Parish Council was asked to approve this expenditure.

RESOLVED: That the Parish Council approve the payment of £50.00 to Cholmondeley Bowling Club for use of the Pavilion for the fund-raising event.

15 INSURANCE RENEWAL – ZURICH MUNICIPAL

Insurance documents comprising the following were submitted, and the Parish Council was asked to approve the renewal of the insurance cover (1 June 2022 – 31 May 2023) provided by Zurich Municipal and to approve the premium of £294.54 for renewal of the policy.

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

RESOLVED: (a) That the Parish Council approve the insurance documentation provided by Zurich Municipal; and

(b) That expenditure in the sum of £294.54 for the renewal of the insurance be approved.

16 PLANNING APPLICATIONS

There were no planning applications for consultation.

17 DATE OF NEXT MEETING

26 July 2022

.....Chairman