

WETTENHALL & CHOLMONDESTON PARISH COUNCIL

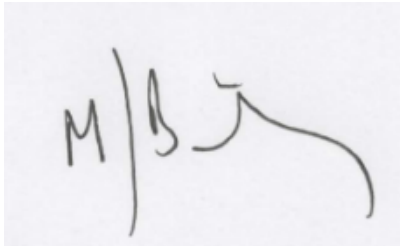
Clerk to the Parish Council: Mark Bailey

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Dear Councillors

You are hereby summoned to attend the Annual Meeting of the Parish Council, to be held on **Wednesday 5th October 2022** at 7:30pm at St. David's Church, Long Lane, Wettenhall CW7 4DN.

All Members of the public and press are welcome to attend.

A handwritten signature in black ink, appearing to be 'M/B' followed by a stylized flourish.

Clerk: Mark Bailey
Date: 28th September 2022

AGENDA

1 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

2 DECLARATIONS OF INTEREST

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 disclosable interests, to leave the meeting prior to the discussion of that item.

If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest.

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 circumstances of the matter in hand.

3 MINUTES – 25TH MAY 2022 (ANNUAL PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the annual meeting held on 25th May 2022.

4 MATTERS ARISING

To raise any matters from the above minutes – including the following: -

- Delphic Transport – update on issues
- Boot and Slipper site - update on work
- Village green plans – update on developments

5 PUBLIC FORUM

Members of the public are invited to ask questions or address Members on any matter of Parish Council business.

6 FINANCIAL MATTERS

Members are asked to consider the following matters: -

6.1 Ledger/Bank Reconciliation Statement (1.4.22-30.6.22)

The ledger/bank reconciliation statement for the period 1st April 2022-30th June 2022 is presented to Members for note.

6.2 Budget Monitoring/Receipts and Payments Summary (April 2022-June 2022 – Quarter One – 2022/23)

Members are asked to note the attached budget monitoring/receipts and payments summary for quarter one of the 2022/23 financial year.

6.3 Internal/External Audit 2021/22

Members are asked to note that both the internal and external

audits for 2021/22 have been completed.

In terms of the external audit, the Parish Council declared itself exempt from audit and this was accepted.

In terms of internal audit, the report from the auditor was as follows: -

I have completed the internal audit of Cholmondeston and Wettenhall parish council and completed page 4 of the AGAR form.

The accounts were fine and well presented but there are two small matters I should draw to your attention;

I could not reconcile the payments to HMRC with the tax data included in your file. The accounts reflect the payments actually paid in the year so I have certified the accounts. No doubt things will become clear in the cash book for the current year.

The council have now paid a further £57.30 VAT this year. This added to the £166.25 VAT paid last year means there is now £223.55 which is recoverable from HMRC.

I would recommend that you submit a claim as soon as possible

Members are asked to note and **APPROVE** the above internal audit report for 2021/22.

6.4 Payments for Authorisation

Members are asked to authorise the following items for payment

Mark Bailey	£500.00 (Clerk Salary July-Sept 2022)
HMRC	£125.00 (Tax Months 4-6 2022/23)
John Edwards	£210.00 (Internal Audit 2021/22)

The following items have been paid via direct debit.

ICO	£40.00 (Annual Registration Fee 2022/23)
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Members are asked to approve these payments.

7 BOROUGH COUNCILLORS REPORT

Cheshire East Councillor Sarah Pochin to update the meeting on issues affecting Cheshire East Council.

8 HIGHWAY MATTERS

Members to consider matters relating to highways and road safety.

9 PLANNING MATTERS

Members to consider any matters relating to planning in the parish.

10 COMMUNICATION/SHARED INFORMATION

Members to consider any other matters (not for decision).

11 DATE OF NEXT MEETING

Wednesday 14th December 2022 – 7.30pm – St David's Church