

WETTENHALL & CHOLMONDESTON PARISH COUNCIL

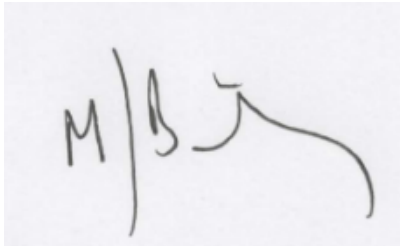
Clerk to the Parish Council: Dr. Mark Bailey

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Dear Councillors

You are hereby summoned to attend the Annual Meeting of the Parish Council, to be held on **Wednesday 17th May 2023** 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 read 'M/B' followed by a stylized flourish.

Clerk: Mark Bailey
Date: 11th May 2023

AGENDA

- **Part 1** of the agenda represents the business of the annual meeting of the Parish Council
- **Part 2** represents ordinary business of the Parish Council

PART 1 – ANNUAL MEETING BUSINESS

1 ELECTION OF CHAIR

The Parish Council is to elect a Chair to serve until the next Annual Meeting. The current Chairman (if present) will call for nominations. If the current Chairman is not present, the current Vice-Chairman will call for nominations.

2 ELECTION OF VICE-CHAIR

The Parish Council is to elect a Vice-Chair to serve until the next Annual Meeting. The newly elected Chair will call for nominations.

3 APOLOGIES FOR ABSENCE

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

4 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.

5 REGISTRATION OF INTERESTS

Parish Councillors are invited to complete their Registration of Members Interest forms. These should be completed as soon as possible and sent to the Clerk via email.

6 MINUTES – 22nd MARCH 2023

To approve, as a correct record, the minutes of the meeting held on 22nd March 2023.

<http://cholmondestonandwettenhall-pc.gov.uk/Minutes-and-Agendas.aspx>

7 MATTERS ARISING

To raise any matters from the above minutes, including the following

items: -

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

8 ELECTIONS – 4TH MAY 2023

The following items relate to the outcome of the 2023 Parish Council elections.

8.1 Local Election Results and Vacancies

Following the elections on 4th May 2023, three candidates were returned unopposed for Cholmondeston and Wettenhall Parish Council. There are currently four vacancies and the Parish Council is invited to consider co-opting.

The procedure requires a nomination and seconding of the proposal to co-opt, following which a vote will be taken. The successful candidates will then each be asked to sign a Declaration of Acceptance of Office.

In total, two candidates were elected for Cholmondeston and one for Wettenhall. This means there is one vacancy for Cholmondeston and three for Wettenhall.

8.2 Borough Council Elections

The Parish Council is asked to note that Rebecca Posnett was elected as the Borough Councillor for the ward of Bunbury.

9 STANDING ORDERS

The Parish Council is asked to approve the Council's Standing Orders for 2023/24.

10 FINANCIAL MATTERS

Members are asked to consider the following matters: -

<http://cholmondestonandwettenhall-pc.gov.uk/Council-Finances.aspx>

10.1 Appointment of Responsible Financial Officer

To consider the appointment of the RFO – it is recommended that the Parish Clerk assumes the role.

10.2 Appointment of Internal Auditor

To consider the appointment of the Parish Council's Internal Auditor. It is recommended to continue with the services of John Edwards for the 2023/24 financial year.

10.3 Ledger (1.4.22-31.03.23)

Members are asked to note the ledger for the period 1.4.22-31.03.23.

10.4 Budget Monitoring Report (Quarter 4 – April 2022-Mar 2023)

Members are asked to note the budget monitoring report for the fourth quarter of the 2022/23 financial year. Also attached is a summary of receipts and payments for the same period.

10.5 Assets Register 2022-23

Members are asked to note the Assets Register for 2022/23.

10.6 Risk Assessment 2022-23

Members are asked to note the attached risk assessment for 2022/23.

10.7 External Audit 2022-23 (AGAR)

The 2022-23 Annual Governance and Accounting Return (AGAR) is attached.

Members are asked to go through the Governance Statement point by point. The Clerk recommends that questions 1-8 are answered 'yes' and that question 9 is answered 'n/a'.

Members will note that the Accounting Return has been completed by the Parish Clerk. The Clerk recommends that the Accounting Statement is approved by the Council.

The external auditor covering the 2022-23 financial year is PFK Littlejohn. Parish councils whose gross income/expenditure was £25,000 or less in the financial year in question (and who meet the qualifying criteria) may certify themselves as exempt from a 'limited assurance' review. In other words, a parish council who is exempt does not need to submit the usual forms to the external auditor. Despite this exemption, the council must still complete and agree the annual return form in common with previous years as well as providing narrative support for the figures and information provided. An exempt parish council must also, as per previous years, set dates for the exercise of public rights, where members of the public can examine the accounts.

It would appear that Cholmondeston and Wettenhall Parish Council can declare itself exempt from an external audit for 2022-23. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2022-23 financial year. This is presented to the Council for agreement/otherwise. The Clerk recommends that the Certificate is approved. It should be noted that a so-called 'voluntary' assurance review by the external auditors would cost the Council £200.00 plus VAT. It should also be noted that the external auditors will carry out assurance reviews on a sample of 5% of parish councils whether they have declared themselves exempt or

not. If the parish council is selected as part of this process, there is no charge.

RECOMMENDATION: Members are asked to note the points set out above and approve the AGAR as set out above for 2022-23

10.8 Payments for Authorisation

Members are asked to authorise the following items for payment.

Mark Bailey	£500.00 (Clerk Salary Apr-June 2023)
HMRC	£125.00 (Tax Months 1-3 2023/24)
ChALC	£127.65 (Membership 2023/24)
Shires Accountants	£61.80 (Submission of pension declaration)
Zurich Municipal	£175.80 (2023/24 Insurance Policy)

11 DATES OF MEETINGS

To agree a list of dates of meetings up to the next Annual Meeting of the Parish Council in 2024. The following dates are suggested.

- 20th September 2023
- 13th December 2023
- 20th March 2024
- 22nd May 2024 (Annual Meeting)

PART 2 – ORDINARY MEETING BUSINESS

12 PUBLIC FORUM

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

13 BOROUGH COUNCILLORS REPORT

Cheshire East Councillor Rebecca Posnett will be invited to update the meeting on issues affecting Cheshire East Council.

14 HIGHWAY MATTERS/SPEED WATCH

Members to consider matters relating to highways and road safety.

15 PLANNING MATTERS

Members to consider matters relating to planning in the parish.

16 COMMUNICATION/SHARED INFORMATION

Members to consider any other matters not on the agenda (decisions cannot be made under this agenda heading).

17 DATE OF NEXT MEETING

Wednesday 20th September 2023 – 7.30pm – St David's Church (subject to agreement of agenda item 11 above).