

WETTENHALL & CHOLMONDESTON PARISH COUNCIL

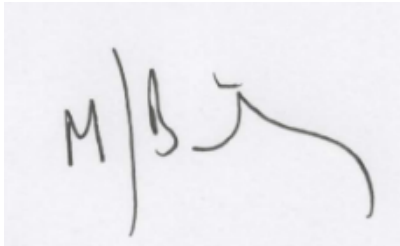
Clerk to the Parish Council: Dr. Mark Bailey

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Dear Councillors

You are hereby summoned to attend the annual meeting of the Parish Council, to be held on **Wednesday 22nd May 2024** 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: 19th May 2024

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 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>

6 MATTERS ARISING

To raise any matters from the above minutes.

7 STANDING ORDERS

The Parish Council is asked to approve the Council's Standing Orders for 2024/25.

<http://cholmondestonandwettenhall-pc.gov.uk/Important-Documents.aspx>

8 FINANCIAL MATTERS

Members are asked to consider the following matters: -

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

8.1 **Appointment of Responsible Financial Officer**

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

8.2 **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 2024/25 financial year.

8.3 **Ledger (1.4.23-31.03.24)**

Members are asked to note the ledger for the period 1.4.23-31.03.24.

8.4 **Budget Monitoring Report (Quarter 4 – April 2023-Mar 2024)**

Members are asked to note the budget monitoring report for the fourth quarter of the 2023/24 financial year. Also attached is a summary of receipts and payments for the same period.

8.5 **Assets Register 2023-24**

Members are asked to note the Assets Register for 2023/24.

8.6 **Risk Assessment 2024-25**

Members are asked to note the attached risk assessment for 2024/25.

8.7 **External Audit 2023-24 (AGAR)**

The 2023-24 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 2023-24 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.

Cholmondeston and Wettenhall Parish Council can declare itself exempt from an external audit for 2023-24. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2023-24 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 2023-24

8.8 Payments for Authorisation

Members are asked to authorise the following items for payment.

Mark Bailey	£500.00 (Clerk Salary Apr-June 2024)
HMRC	£125.00 (Tax Months 1-3 2024/25)
ChALC	£126.16 (Membership 2024/25)
Shires Accountants	£215.40 (Payroll M1-M12 2024/25)
Zurich Municipal	£211.24 (2024/25 Insurance Policy)
Orangutan TM Ltd	£360.00 (Website Renewal)

9 DATES OF MEETINGS

To agree a list of dates of meetings up to the next Annual Meeting of the Parish Council in 2024/25. The following dates are suggested.

18th September 2024

18th December 2024

19th March 2025

21st May 2025 (Annual Meeting)

PART 2 – ORDINARY MEETING BUSINESS

10 PUBLIC FORUM

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

11 BOROUGH COUNCILLORS REPORT

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

12 HIGHWAY MATTERS/SPEED WATCH

Members to consider matters relating to highways and road safety.

13 PLANNING MATTERS

Members to consider matters relating to planning in the parish.

14 COMMUNICATION/SHARED INFORMATION

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

15 DATE OF NEXT MEETING

Wednesday 18th September 2024 – 7.30pm – St David's Church (subject to agreement of agenda item 9 above).