

# ACTON, EDLESTON & HENHULL PARISH COUNCIL

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To: Members of the Parish Council

Date: 12<sup>th</sup> May 2017

Dear Member

The next meeting of the Parish Council will be the Annual Parish Meeting to be held on **THURSDAY 17 MAY 2018** at Acton Parish Hall at 7.30pm followed by the Annual General Meeting. The agendas are appended below. Please bring any supporting papers to this meeting that have been sent previously.

Yours sincerely

**Clerk**

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***MEMBERS OF THE PRESS AND PUBLIC  
ARE WELCOME TO ATTEND THIS MEETING***

**Notification to members of the public attending the meeting**

The Parish Council welcomes and encourages members of the public to attend its meetings.

You are requested to enter and leave quietly and to remain quiet during the meeting. Mobile phones and pagers should be switched off, and no food or drink should be brought into the meeting. If you do attend, copies of the agenda and accompanying papers will be provided for you.

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***AGENDA – ANNUAL PARISH MEETING***

The Parish Meeting can discuss all Parish affairs and pass resolutions as appropriate. Local residents will have the opportunity to raise specific matters of concern under agenda item 5 but are invited to participate fully in the meeting.

**1 Declarations of Interest**

Members of the Parish Council to declare any personal or prejudicial interest they may have in any item of business on the agenda.

**2. DISPENSATIONS**

This item is a standing agenda item to enable dispensations to be granted as and when appropriate following receipt of an agenda. If a Member is unaware that he/she has a DPI in an item of business until the agenda is received, there is an opportunity for a written request (e-mail acceptable) to be submitted to the Clerk at least two clear days before the meeting (or whatever period the Parish Council considers appropriate). The matter of dispensation can then be considered by the Parish Council (or the Clerk if this is delegated) at the same meeting.

**3. Minutes of the Annual Parish Meeting held on 18 May 2017**

The minutes were agreed at the meeting held on 20 July 2017.

**4. Accounts**

Statement of Accounts for 2017/2018 – copy attached.

**5. Matters to be raised by local residents**

**Signed .....**

## **AGENDA – ANNUAL GENERAL MEETING**

### **1. ELECTION OF CHAIR**

- 1.1 To elect a Chair to serve until the Annual Meeting in 2019. The Clerk will call for nominations. In the event of more than one nomination, Members will be invited to vote, either by a show of hands, or, if requested by at least two Members, a secret ballot.
- 1.2 The Chair to sign a Declaration of Acceptance of Office, following which the newly elected Chair will chair the meeting.

### **2. ELECTION OF VICE-CHAIR**

- 2.1 To elect a Vice-Chair to serve until the Annual Meeting in 2019.
- 2.2 The Vice-Chair will sign a Declaration of Acceptance of Office

### **3. ELECTION OF RESPONSIBLE FINANCE OFFICER**

- 3.1. To elect a Responsible Finance Officer.
- 3.2. The Responsible Finance Officer to sign a Declaration of Acceptance of Office.

### **4. NEIGHBOURHOOD PLAN GROUP**

- 4.1. To elect a Chair to serve until the Annual Meeting in 2019.
- 4.2. To elect a Secretary to serve until the Annual Meeting in 2019.
- 4.3. To elect a Funding Co-ordinator to serve until the Annual Meeting in 2019.

### **5. APOLOGIES FOR UNAVOIDABLE ABSENCE**

### **6. DECLARATION OF INTERESTS**

Members to declare any personal or prejudicial interest, and the nature of that interest, which they have in any item of business on the agenda and, if necessary, to leave the meeting prior to the discussion of that item.

Declarations are a personal matter for each Member to decide. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Member, based on the particular circumstances.

## **7. DISPENSATIONS**

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## **8. MINUTES OF THE PARISH MEETING HELD ON 20 MARCH 2018**

To approve the minutes of the Parish meeting held on 20 March 2018 as a correct record.

## **9. AUDIT REGULATIONS**

With effect from the financial year 2017-2018, the legislation has changed for councils whose turnover is less than £25,000; those councils are able to opt out of an external audit.

The Parish Council is asked to consider declaring itself exempt from external audit, but equally, can decide to continue with an external audit. The rationale behind this is that the Government takes the view that for councils of this size, the audit undertaken by the Internal Auditor is thorough and there is no need for any further auditing.

The Annual Return (which has now been renamed 'Annual Governance and Accountability Return') will be completed and published as usual, but the only document to be submitted to the External Auditor will be the Certificate of Exemption.

The guidance states that the internal audit must take place before the Council approves the accounts and governance statement. The Annual Meeting is 17 May and the Clerk made arrangements for the Internal Auditor to audit the accounts prior to that meeting.

## **10. AUDIT**

Chair to sign the Certificate of Exemption for the Annual Governance and Accountability Return 2017/18 Part 2.

Chair to sign the Annual Governance Statement for year ending 31 March 2018.

Chair to sign the Annual Return for year ending 31 March 2018.

Clerk to issue Parish Council's Action Plan and Internal Auditor's Report (to be tabled at the meeting).

**11. MATTERS ARISING**

**NEIGHBOURHOOD PLAN**

**DORFOLD ESTATES**

**WEBSITE**

**RISK ASSESSMENT 2018-2019**

Risk assessment for 2018-2019 to be approved and signed by the Chair.

**EFFECTIVENESS OF INTERNAL AUDIT 2018-2019**

Report on Effectiveness of Internal Audit arrangements. To be approved and signed by the Chair.

**12. BOROUGH COUNCILLOR'S REPORT**

**13. CORRESPONDENCE**

The Clerk to report receipt of correspondence.

**14. FINANCIAL MATTERS**

**Authorisation of Payments**

The Parish Council is asked to authorise the following payments from the Parish Council Account:-

(a)	Acton Parish Hall	£ 12.65
(b)	Membership to Chalc	£134.64
(c)	Cheshire Community Action Membership	£ 20.00
(d)	JDH Services – Internal Audit	£147.60
(e)	Dorfold Estate – Car Park	£1102.08
(f)	Shires Pay Services Ltd – Payroll 1 <sup>st</sup> Quarter 2018	£ 25.50

(g)	Donation to Acton Parish Hall	£250.00
(h)	Insight Magazine – Advert	£110.00
(i)	Clerk’s Salary – April & May 2018 @ £132 per Month – Direct Debit not set up as yet	£264.00

**15. PARISH COUNCILLORS’ REPORTS**

Parish Councillors are invited to share information or to request items for inclusion on the agenda for the next meeting.

**16. PART 2 ITEMS – MEMBERS OF PRESS & PUBLIC EXCLUDED**

**SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT – Annie Coombs**

**17. DATE OF NEXT MEETING**

Thursday 19 July 2018 at Acton Parish Hall.