ACTON, EDLESTON & HENHULL PARISH COUNCIL

Clerk: Karen Bedford
14 The Beeches, CW5 5YP
Tel: (day) 07734 779224 e-mail: clerk.actonpc@googlemail.com

To: Members of the Parish Council Date: 21 May 2021

Dear Member

The next meeting of the Parish Council will be the Annual Parish Meeting to be held on **THURSDAY 27 MAY 2021** at 7.30pm at Acton Parish Hall, followed by the Annual Council Meeting. The agendas are appended below.

Yours sincerely

Clerk

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.

However, due to Social Distancing Guidelines still being in effect, the Parish Hall can only accommodate 24 members of the public attending in person (this number includes members of the Parish Council and the Clerk). Please email the clerk on clerk.actonpc@googlemail.com no later than 11am on Tuesday 25 May 2021 to request an in person seat at the meeting.

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.

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. There was no Annual Parish Meeting held in 2020 due to Covid-19.

4. Accounts

Statement of Accounts for 2020/2021 – copy attached.

Signed .....

AGENDA – ANNUAL COUNCIL MEETING

1. ELECTION OF CHAIR

1.1 To elect a Chair to serve until the Annual Meeting in 2022. 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 2022.

2.2 The Vice-Chair will sign a Declaration of Acceptance of Office

2. ELECTION OF RESPONSIBLE FINANCE OFFICER

2.1. To elect a Responsible Finance Officer.

2.2. The Responsible Finance Officer to sign a Declaration of Acceptance of Office.

3. NEIGHBOURHOOD PLAN GROUP

3.1. To elect a Chair to serve until the Annual Meeting in 2022.

3.2. To elect a Secretary to serve until the Annual Meeting in 2022.

3.3. To elect a Funding Co-ordinator to serve until the Annual Meeting in 2022.

4. APOLOGIES FOR UNAVOIDABLE ABSENCE

5. 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.

6. DISPENSATIONS

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7. MINUTES OF THE REMOTE PARISH COUNCIL MEETING HELD ON 25 MARCH 2021

To approve the minutes of the Parish Council meeting held on 25 March 2021 as a correct record and signed by the Chair.

8. AUDIT

Chair to sign the Annual Governance Statement for year ending 31 March 2021.

Chair to sign the Annual Accounting Statement for year ending 31 March 2021.

Chair to sign the Annual Return for year ending 31 March 2021.

9. MATTERS ARISING

DORFOLD ESTATES

WIFI TO PARISH HALL

MONKS LANE/CHESTER ROAD JUNCTION

10. BOROUGH COUNCILLOR'S REPORT

11. CORRESPONDENCE

The Clerk to report receipt of correspondence.

12. FINANCIAL MATTERS

Authorisation of Payments

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

(a) Membership to Chalc £ 261.72

(b) Dorfold Estate – Car Park £1375.72

(c) Shires Pay Services Ltd – Payroll 1st Quarter 2021 £

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. DATE OF NEXT MEETING

Thursday 22 July 2021 at Acton Parish Hall.