

MALPAS PARISH COUNCIL

**THE ANNUAL MEETING (first) OF MALPAS PARISH COUNCIL WILL BE
HELD ON WEDNESDAY 26TH MAY 2021
IN THE JUBILEE HALL (UPSTAIRS) AT 7.00PM
(Due to Covid restrictions, should any parishioners wish to attend the
meeting, please can they contact the clerk)**

NO	AGENDA	Presented By									
1.	APOLOGIES	Stg Item									
2.	DECLARATIONS OF INTEREST <ul style="list-style-type: none"> • Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest • Councillors are required to complete or update the Notification of Interests form 	Stg Item									
3.	ELECTION OF CHAIRMAN FOR 2021 - 2022 To receive the Chairman's Declaration of Acceptance of Office	Stg Item									
4.	ELECTION OF VICE CHAIRMAN FOR 2021 - 2022 To receive the Vice Chairman's Declaration of Acceptance of Office	Stg Item									
5.	ADOPTION OF CODE OF CONDUCT To agree that the Council adopts the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 and attached at (Appendix A) as the council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.	Stg Item									
6.	APPROVAL OF THE MINUTES To approve the minutes of the business meeting held on Monday 12 th April 2021 (see Attachment A)	Stg Item									
7.	CHAIRMAN'S REPORT To receive report	AW									
8.	INTERNAL PROCEDURES <ul style="list-style-type: none"> 8.1 To agree adoption of COVID 19 Risk Assessment 8.2 To agree adoption of the Council's Standing Orders 	Stg Item									
9.	FINANCIAL REGULATIONS <ul style="list-style-type: none"> 9.1 To agree the adoption of the Council's Financial Regulations 9.2 To confirm the appointment of the Responsible Financial Officer 9.3 To confirm the Appointment of Bank Signatories 9.4 To approve the Financial Risk Assessment 	Stg Item									
10.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Stg Item									
11.	POLICE REPORT To receive update	PCSO									
12.	ACCOUNTS <ul style="list-style-type: none"> 12.1 To approve payment of Insurance 12.2 To approve the following payments and any other payments that are due:- <table border="1" data-bbox="215 1982 1332 2105"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R Shackleton</td> <td>Running Costs</td> <td>TBC</td> </tr> <tr> <td>Zurich Insurance</td> <td>Insurance</td> <td></td> </tr> </tbody> </table> 	Payee	Details	Amount	R Shackleton	Running Costs	TBC	Zurich Insurance	Insurance		Stg Item
Payee	Details	Amount									
R Shackleton	Running Costs	TBC									
Zurich Insurance	Insurance										

	Smiths of Derby	Clock Maintenance	£ 302.40	
	Cherry Picker	To carry out clock maintenance	TBC	
	12.3 To record receipts received			
	12.4 To approve the accounts and bank reconciliation (see Attachment B)			
13.	BANK ACCOUNT To consider action regarding bank accounts			Stg Item
14.	ANNUAL AUDIT 14.1 To agree the Fixed Asset register as circulated (see Attachment C) 14.2 To approve the Annual Governance Statement (see Attachment D) 14.3 To approve the year end accounts, explanation of variances and and audit summary 2020-2021 and to approve the Annual Return for year ended 31 st March 2021 (see Attachment C and D) 14.4 Internal Audit:- to receive report and agree any actions required (see Attachment D)			Stg Item
15.	ELECTION OF REPRESENTATIVES / COMMITTEES To review and confirm appointments:-			Stg Item
	15.1	Burial Board	3 councillors	
	15.2	Cheshire Assoc. of Town and Parish Councils	3 councillors	
	15.3	Recreation Ground Committee	3 councillors	
	15.4	Young Persons Project	1 councillor	
	15.5	Victoria Jubilee Hall Committee	1 councillor	
	15.6	Financial Scrutiniser	1 councillor	
	15.7	Malpas Community Minibus	1 councillor	
	15.8	Internal Procedures Working Group		
	15.9	Planning Committee	5 councillors	
	15.10	Personnel Committee	5 councillors	
	15.11	Finance Committee	5 councillors	
16.	GRANT APPLICATIONS To consider the following requests for grants :-			Stg Item
	No.	Organisation	Project	Amount
	16.1	Hope House	Purchase of a cuddle bed	£1,000.00
	16.2	Malpas Community Minibus Association	Insurance Contribution	£ 900.00
	16.3	Malpas Young Persons Project	Malpas Young Persons Project	£1,500.00
	16.4	Malpas Community Clean up	Village Clean Up	£ 362.00
	16.5	Malpas Cricket Club	Replacement Cricket Sight Screens	£2,500.00
		TOTAL		£6,262.00
17.	INTERNAL PROCEEDURES To receive report regarding reviewing / amending the council policies			Stg Item
18.	PARISH COUNCIL PRIORITIES To review priorities for the 2021 – 22 financial year			AW
19.	PLANNING 19.1 <u>Planning Committee:-</u> To note the minutes of the meeting of the Planning Committee held on Tuesday 4 th May 2021 19.2 <u>To consider any applications received after the agenda has been distributed</u> 19.3 <u>Recent decisions by CW&C:-</u> Approved:- 20/02216/LBC - Overton Manor, Overton Heath Lane, Overton,			KM

	19.4 <u>Delayed Meeting with Bovis:-</u> To receive update	
20.	CLERKS REPORT To receive report (see Attachment E)	Clerk
21.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX (The RED SUGGESTION BOX located in Londis near the Post Office counter)	Clerk
22.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	Cllrs
	PART TWO	
	PRESS AND PUBLIC To resolve to exclude the press and members of the public as the items to be discussed are either of a contractual or sensitive nature and also relate to employee matters	
1.	CAR PARKING IN THE VILLAGE To receive update and agree action	Stg Item
2.	PERSONNEL COMMITTEE To receive update and agree action	Stg Item

*Stg Item:- Standing Item

Signed By: - *Ruth Shackleton* Date: - 21st May 2021
Clerk

The Annual Parish Meeting will follow immediately after the Annual Meeting

Meetings of a parish meeting are a forum for parish councils to engage with the local electorate. The parish meeting of a parish must assemble annually on some day between 1st May and 1st June, in every year.

A parish meeting consists of the local government electors of a parish and the purpose of the meeting is to discuss parish affairs.

Parishioners are welcome to attend and raise any parish matters.

Please note, that due COVID 19 legislation the meeting is limited to a maximum of 30 people.

To ensure that the capacity is not exceeded, members of the public are encouraged to submit questions via email and also to confirm their attendance prior to the meeting.

Please contact the Clerk by email, malpaspc@hotmail.com, or by telephone, 01948 770678.