

## **PARISH of SWETTENHAM**

### **Notice**

#### **Annual Meeting of the Parish Council**

**will be held on Monday 17 May 2021 following the Annual Parish Meeting at the Swettenham Club**

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**Chairman: Cllr R S Andow**

**Clerk: Mrs P Sturrock**

**Swallows Barn, Kermincham, Congleton, Cheshire, CW12 2LP**

**clerk@swettenhamparishcouncil.org.uk,**

#### **Agenda**

1. Apologies for absence.
2. Declarations of interest.
3. Minutes of virtual ordinary meeting held online on 15<sup>th</sup> March 2021
4. Election of Chairperson for 2021-22
5. Election of Vice Chairperson for 2021-22
6. Public Forum.
7. Matters arising from the previous minutes not specifically included in the agenda.
8. Finance
  - a. Finance report to May 2021
  - b. To receive a report on internal audit of 2020-21 annual accounts.
  - c. To discuss & accept the completed Annual Governance and Accountability Return including Certificate of Exemption from Limited Assurance Review prior to submission. Review of internal control arrangements and confirmation that the Annual Governance Statement can be signed.
  - d. To review the Insurance requirements for 2021-22 and agree a provider.
  - e. To review payroll arrangements and agree a provider
  - f. To view and agree the NatWest bank mandate

Signed.....Cllr RS Andow Chairman

g. To authorise payment to:	
i. Clerk & RFO April to May – salary -	£384.11
ii. Clerk & RFO April to May – website staffing costs	<u>£66.48</u>
	£450.59
iii. Cheshire Association of Local Councils - Annual Subscription -	£85.68
iv. Insurance Premium 2020/21 - BHIB Ltd	£293.29
v. Mrs Jackie Crookes - Internal Audit -	£55.00
v. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00
vi. Clerk – reimbursement for Information Commissioner- ICO registration fee (VAT nil) -	£40.00

9. Cemetery & War Memorial.

- a. To receive update on cemetery issues
- b. To receive any applications for memorials and inscriptions on memorials

10. Highways Maintenance & Footpaths/Bridleways.

- a. To receive an update on activity in the Parish.

11. Calendar of Meetings

Monday 19<sup>th</sup> July 2021

Monday 20<sup>th</sup> September 2021

Monday 15<sup>th</sup> November 2021

Monday 17<sup>th</sup> January 2022

Monday 21st March 2022

Monday 16<sup>th</sup> May 2022 (Annual Parish Meeting & Annual Meeting)

12. Correspondence

To receive a synopsis on correspondence received since date of last meeting.