

## PARISH of SWETTENHAM

### Notice

#### Annual Meeting of the Parish Council

will be held on Monday 20 May 2024 following the Annual Parish Meeting at the Swettenham Club

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 ordinary meeting held on 11th March 2024
4. Election of Chairperson for 2024-25
5. Election of Vice Chairperson for 2024-25
6. Public Forum.
7. Matters arising from the previous minutes not specifically included in the agenda.
8. Finance
  - a. Finance report to May 2024 and review of Clerk's salary pay scale
  - b. To receive a report on internal audit of 2023-24 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 2024-25 and agree a provider.
  - e. To review payroll arrangements and agree a provider
  - f. To view and agree the NatWest bank mandate

Signed..........Clerk to Swettenham Parish Council

g. To authorise payment to:	
i. Clerk & RFO April to May – salary -	£847.60
ii. HMRC - PAYE	£
iii. Cheshire Association of Local Councils - Annual Subscription -	£95.76
iv. Insurance Premium 2023/24- Clear Councils	£410.43
v. Mr P Sanders Internal Audit -	£66.50
vi. Mr T Cundiff Cemetery scarifying	£810

9. Cemetery & War Memorial.

- a. To receive update on cemetery issues
- b. To review the cemetery rules with regards to placement of vases etc on headstones
- c. To receive any other applications for memorials and inscriptions on memorials

10. Neighbourhood Planning

- a. To discuss Planning Application 23/4257C Smithy Farm Swettenham Road Swettenham

11. Highways Maintenance & Footpaths/Bridleways.

- a. To receive an update on activity in the Parish and to further discuss the provision of a telephone kiosk

12. Calendar of Meetings

Monday 15<sup>th</sup> July 2024

Monday 30 September 2024

Monday 25<sup>th</sup> November 2024

Monday 20<sup>th</sup> January 2025

Monday 17<sup>th</sup> March 2025

Monday 19<sup>th</sup> May 2025 (Annual Parish Meeting & Annual Meeting)

13. Correspondence

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

Signed.......... Clerk to Swettenham Parish Council