

PARISH of SWETTENHAM

Notice

Annual Meeting of the Parish Council

will be held on Monday 18 May 2026 following the Annual Parish Meeting at the Swettenham Club

Chairman: Cllr JA Shaw

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 16th March 2026
4. Election of Chairperson for 2026-27
5. Election of Vice Chairperson for 2026-27
6. Public Forum.
7. Matters arising from the previous minutes not specifically included in the agenda.
8. Finance
 - a. Finance report to May 2026 and review of Clerk's salary pay scale
 - a. To receive a report on internal audit of 2025-26 annual accounts.
 - b. 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.
 - c. To review the Insurance requirements for 2026-27 and agree a provider.
 - d. To review payroll arrangements and agree a provider
 - e. To view and agree the NatWest bank mandate

Signed.....Clerk to Swettenham Parish Council

f.	To authorise payment to:		
i.	Clerk & RFO April to May – salary -	BACS	£728.24
ii.	HMRC PAYE	BACS	£180.20
iii.	ChALC - Annual Subscription -	BACS	£100.80
iv.	Insurance Premium 2025/26- Clear Councils	BACS	£560.11
v.	Mrs D Pimlott Internal Audit -		£65.00
vi.	Harts – Payroll instalment	BACS	£48.00
vii.	Waterplus cemetery water charges		
	09/04/2026	DD	£8.97
	08/05/2026	DD	£7.38

9. Cemetery & War Memorial.

- I. To receive update on cemetery issues
- II. To receive any other applications for memorials and inscriptions on memorials

10. Highways Maintenance & Footpaths/Bridleways.

To receive an update on activity in the Parish

11. Peak Cluster

To receive an update

12. Calendar of Meetings

Monday 13th July 2026

Monday 28th September 2026

Monday 23rd November 2026

Monday 18th January 2027

Monday 15th March 2027

Monday 17th May 2027 (Annual Parish Meeting & Annual Meeting)

13. Correspondence

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

14. **Date of next meeting Resolved:** to note the date of the next scheduled council meeting as Monday 13th July 2026 which will commence at 7:30pm.