

PARISH of SWETTENHAM

Notice

Annual Meeting of the Parish Council

will be held on Monday 20 May 2019 following the Annual Parish Meeting at the
Swettenham Club

Chairperson: Clr 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 18 March 2019
4. Council
 - a. To view the 2019 Cheshire East Borough Council Code of Conduct and confirm it can be adopted by the Parish Council
5. Election of Chairperson for 2019-20
6. Election of Vice Chairperson for 2019-20
7. Public Forum.
8. Matters arising from the previous minutes not specifically included in the agenda.
9. Finance
 - a. Finance report to May 2019
 - b. To receive a report on internal audit of 2018-19 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 2019-20 and agree a provider.
 - e. To review payroll arrangements and agree a provider
 - f. To view and agree the NatWest bank mandate
 - g. To authorise payment to:
 - i. Clerk & RFO April to May – salary - £366.42
 - ii. Clerk & RFO April to May – website staffing costs £63.42
£429.84
 - iii. Cheshire Association of Local Councils - Annual Subscription - £85.32

iv. Insurance Premium 2018/19 - BHIB Ltd	£288.02
v. Mrs Jackie Crookes - Internal Audit -	£55.00
v. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00
vi. Information Commissioner- ICO registration fee (VAT nil) -	£40.00

10. Cemetery & War Memorial.

- a. To receive update on cemetery issues

11. Highways Maintenance & Footpaths/Bridleways.

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

12. Calendar of Meetings

Monday 15th July 2019

Monday 23rd September 2019

Monday 18th November 2019

Monday 20th January 2020

Monday 16th March 2020

Monday 18th May 2020 (Annual Parish Meeting & Annual Meeting)

13. Correspondence

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

CLlr RS Andow, Chairperson, Swettenham Parish Council

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