

PARISH of SWETTENHAM

Notice

Annual Meeting of the Parish Council

will be held on Monday 18 May 2020 following the Annual Parish Meeting online using
zoom.us meeting ID 750-2749-9948

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 27 April 2020
4. Election of Chairperson for 2020-21
5. Election of Vice Chairperson for 2020-21
6. Public Forum.
7. Matters arising from the previous minutes not specifically included in the agenda.
8. Finance
 - a. Finance report to May 2020
 - b. To receive a report on internal audit of 2019-20 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 2020-21 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 -	£366.42
ii. Clerk & RFO April to May – website staffing costs	<u>£63.42</u>
	£429.84
iii. Cheshire Association of Local Councils - Annual Subscription -	£85.32
iv. Insurance Premium 2020/21 - BHIB Ltd	£290.14
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
vii. Vision ICT – invoice for adding Accessibility Statement incl VAT -	£54.00

9. Cemetery & War Memorial.

- a. To receive update on cemetery issues

10. Highways Maintenance & Footpaths/Bridleways.

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

11. Calendar of Meetings

Monday 20th July 2020

Monday 14th September 2020

Monday 16th November 2020

Monday 18th January 2021

Monday 15th March 2021

Monday 17th May 2021 (Annual Parish Meeting & Annual Meeting)

12. Correspondence

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