

# SWETTENHAM PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 17 May 2021 immediately following the Annual Parish Meeting

<b>Present:</b> Councillors Andow, Shaw Keen and Kirk Clerk & RFO, Mrs P Sturrock; Members of the public: 0		
Item	Detail	ACTION
1	<b>Apologies:</b> Cllr Martin: CEC Wray	
2	<b>Declaration of interest.</b> There were none	
3	<b>Minutes of the ordinary meeting held on 15 March 2021</b> The minutes of the ordinary meeting held on 15 March were accepted.  Proposed: Cllr Shaw Seconded: Cllr Andow Carried Unanimously	
4 & 5	<b>Election of Chairman &amp; Vice Chairman</b> <b>Election of Chairman:</b> <b>Resolved</b> to elect Councillor Andow as Chair for the year 2021/22. Cllr Andow signed the Declaration of Acceptance of Office  Proposed: Cllr Shaw Seconded: Cllr Kirk Carried unanimously  <b>Election of Vice Chairman:</b> <b>Resolved</b> to elect Councillor Shaw as Vice-Chair for the year 2021/22. Cllr Shaw signed the Declaration of Acceptance of Office  Proposed: Cllr Andow Seconded: Cllr Keen Carried unanimously	
6	<b>Public Forum:</b> There were no questions from members of the public.	
7	<b>Matters Arising:</b> A suggestion was made that the parish might have a welcome letter for new residents giving them details of local organisations. The Clerk was asked to draft a document for circulation.	<b>Clerk</b>
8	<b>Finance:</b>  <b>a. Finance Report to May 2021</b> The RFO had produced a financial report for the period to 17 May 2021 showing balances of £5924.24 in the current account, after approval of payments on the agenda, and £2,030.94 in the reserve account. A VAT claim had been made for VAT paid up to 31 <sup>st</sup> March 2021 and £192.48 has been received. The first payment of the annual precept has also been received.  <b>b. Internal Audit of 2020-2021 Year end Accounts</b> The RFO reported that the accounting records for year ended 31 March 2021 had been audited by the Internal Auditor and the RFO had received the Audit Report which stated that she had found the records to be very well kept and in order. No significant problems	<b>Clerk</b>

Signed.....  
Roy Andow, Chairperson

17/05/2021

have been encountered, the accounts have been satisfactorily balanced and bank accounts have been reconciled. She had extended her thanks to the Clerk and Responsible Finance Officer, for her co-operation and assistance in completing the audit. The Internal Auditor had signed the Annual Internal Audit Report 2020/21 in the AGAR Form Part 2 and a copy of the form had been circulated to the Council.

**c. Annual Return.**

A review of internal control arrangements took place and it was RESOLVED to complete and sign the Certificate of Exemption and accept the completed AGAR Form Part 2 and Accounting Statements 2020/2021 prior to submission. It was also confirmed that the Annual Governance Statement could be signed.

Proposed: Cllr Shaw  
Seconded: Cllr Kirk  
Carried unanimously

**d. Review of insurance arrangements.**

The Insurance policy for 2020/21 was held with BHIB Ltd. The RFO reported that she had received a quote for the annual insurance policy for the Parish Council. BHIB had quoted £293.29 for the annual renewal which was just over £3 more than in 2020/21. It was RESOLVED to accept the quotation from BHIB Ltd for 2021/22

Proposed: Cllr Shaw  
Seconded: Cllr Kirk  
Carried unanimously

**e. Payroll Services**

The payroll provider, Cabsys Ltd, in Macclesfield are happy to continue to act, with their charges remaining the same as last year i.e. £100 p.a. +VAT. Following a discussion, it was resolved to use Cabsys Ltd as the payroll bureau.

Proposed: Cllr Andow  
Seconded: Cllr Shaw  
Carried unanimously

**f. Bank Mandate**

The bank mandate with NatWest currently has Councillors Andow, Shaw and Martin as signatories. It was Resolved to approve the Mandate as it stands

Proposed: Cllr Keen  
Seconded: Cllr Kirk  
Carried unanimously

**g. Payments**

i. Clerk & RFO April to May – salary -	£384.11
ii. Clerk & RFO April to May – website staffing costs	<u>£66.47</u>
	£450.58
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
vi. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00
vii. Clerk – reimbursement for ICO registration fee (VAT nil) -	£40.00

All payments approved      Proposed: Cllr Shaw  
Seconded: Cllr Kirk  
Carried unanimously

Clerk

