

SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 20 May 2019 immediately following the Annual Parish Meeting

Present: Councillors Andow, Shaw and Mrs Martin Clerk & RFO, Mrs P Sturrock; Members of the public: 0		
Item	Detail	ACTION
1	Apologies: Cllr Mrs Kirk. Cllr Keen	
2	Declaration of interest. There were none	
3	Minutes of the ordinary meeting held on 18 March 2019. The minutes of the ordinary meeting held on 18 March were accepted. Proposed: Cllr Shaw Seconded: Cllr Mrs Martin Carried Unanimously	
4	Cheshire East Code of Conduct The Council viewed the new 2019 Code of Conduct prepared by Cheshire East and it was RESOLVED that the Parish Council should adopt it. Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously	
5 & 6	Election of Chairman & Vice Chairman Election of Chairman: Resolved to elect Councillor Andow as Chair for the year 2019/20. Cllr Andow signed the Declaration of Acceptance of Office Election of Vice Chairman: Resolved to elect Councillor Shaw as Vice-Chair for the year 2019/20. Cllr Shaw signed the Declaration of Acceptance of Office	Proposed: Cllr Shaw Seconded: Cllr Mrs Martin Carried unanimously Proposed: Cllr Andow Seconded: Cllr Mrs Martin Carried unanimously
7	Public Forum: There were no questions from members of the public.	
8	Matters Arising: There were none	

Signed.....
Roy Andow, Chairperson

20/05/2019

9	<p>Finance:</p> <p>a. Finance Report to May 2019 The RFO had produced a financial report for the period to 20 May 2019 showing balances of £3611.77 in the current account, after approval of payments on the agenda, and £2,030.34 in the reserve account.</p> <p>b. Internal Audit of 2018-19 Year end Accounts The RFO reported that the accounting records for year ended 31 March 2019 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 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 2018/19 in the AGAR Form Part 2</p> <p>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 2018/2019 prior to submission. It was also confirmed that the Annual Governance Statement could be signed.</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Mrs Martin Carried unanimously</p> <p>d. Review of insurance arrangements. The Insurance policy for 2018/19 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 £288.02 for the annual renewal which was less than £10 more than in 2018/19. It was RESOLVED to accept the quotation from BHIB Ltd.</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously</p> <p>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.</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Mrs Martin Carried unanimously</p> <p>f. Bank Mandate Due to the fact that the retiring Councillors Platts and Thorpe had been signatories on the bank account it was necessary to add at least one more signatory to the account. It was agreed to remove the names of Cllrs Platts and Thorpe as signatories on the account and to add the name of Cllr Mrs Martin in their place. It was Resolved to approve the Mandate with the amendments as agreed</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously</p>	Clerk
---	--	-------

	<p>g. Payments</p> <table> <tr> <td>a. Clerk & RFO April to May – salary -</td> <td>£366.42</td> </tr> <tr> <td>b. Clerk – website staffing costs April May</td> <td><u>£63.42</u></td> </tr> <tr> <td></td> <td>£429.84</td> </tr> <tr> <td>c. Cheshire Association of Local Councils - Annual Subscription -</td> <td>£85.32</td> </tr> <tr> <td>d. Insurance Premium 2018/19 - BHIB Ltd</td> <td>£288.02</td> </tr> <tr> <td>e. Mrs Jackie Crookes - Internal Audit -</td> <td>£55.00</td> </tr> <tr> <td>f. Cabsys Ltd – Annual Payroll charges incl VAT -</td> <td>£120.00</td> </tr> <tr> <td>g. Information Commissioner – registration fee</td> <td>£40.00</td> </tr> </table> <p style="text-align: right;">All payments approved Proposed: Cllr Shaw Seconded: Cllr Mrs Martin Carried unanimously</p>	a. Clerk & RFO April to May – salary -	£366.42	b. Clerk – website staffing costs April May	<u>£63.42</u>		£429.84	c. Cheshire Association of Local Councils - Annual Subscription -	£85.32	d. Insurance Premium 2018/19 - BHIB Ltd	£288.02	e. Mrs Jackie Crookes - Internal Audit -	£55.00	f. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00	g. Information Commissioner – registration fee	£40.00	
a. Clerk & RFO April to May – salary -	£366.42																	
b. Clerk – website staffing costs April May	<u>£63.42</u>																	
	£429.84																	
c. Cheshire Association of Local Councils - Annual Subscription -	£85.32																	
d. Insurance Premium 2018/19 - BHIB Ltd	£288.02																	
e. Mrs Jackie Crookes - Internal Audit -	£55.00																	
f. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00																	
g. Information Commissioner – registration fee	£40.00																	
10	<p>Cemetery & War Memorial</p> <p>A parish resident had reported that the first set of external cemetery gates had dropped on their hinges and were now extremely difficult to open. Cllr Andow reported that he would ask a joiner to have a look at them and attempt to resolve the problem.</p> <p>In addition the spoil heap now needs to be removed but a digger will be required. Cllr Shaw will speak to Steve Robertson to see if he can assist</p>	Cllr Andow Cllr Shaw																
11	<p>Highways, Footpaths and Byways.</p> <p>A Road Closure Order is in place for Sandy Lane Swettenham due to the partial collapse of the highway. The order is for a period of 18 months although the Order also states that it is anticipated that the work will be completed by 7th June. As at 19th May no work has commenced. The Clerk reported that she had telephoned Cheshire East Highways to try to find out some further information but the gentleman she had spoken to knew nothing beyond what the Order stated. The Clerk subsequently emailed the Area Office but to date has not received a reply.</p> <p>The signpost at the end of Forty Acre Lane has not been rectified though at least two online reports have been submitted</p>	Clerk																
12	<p>Following a discussion, it was Resolved to approve the following calendar of meetings:</p> <p>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)</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously</p> <p>The Clerk was asked to submit the booking form for the meeting dates to the Swettenham Club Committee</p>	Clerk																
13	<p>Correspondence.</p> <p>Correspondence, received since the date of the last meeting, appended to these minutes (but not displayed on notice board), was noted by the Council.</p>	Clerk																
	<p>Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 23 July 2018 15th July 2019 which will commence at 7:45 pm.</p>																	