

NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND THE MEETING OF DUDDON AND BURTON PARISH COUNCIL
ON THURSDAY 5th MAY 2022 AT 7.00PM AT DUDDON, CLOTTON & DISTRICT MEMORIAL HALL**

AGENDA

- 05.05.01 ELECTION**
To elect a Chairman & Vice-Chairman for 2022-23
- 05.05.02 APPOINTMENT OF CLERK/RFO**
To agree next steps in recruitment of Clerk/RFO
- 05.05.03 APOLOGIES FOR ABSENCE** - to receive apologies for absence.
- 05.05.04 DECLARATION OF PECUNIARY INTERESTS** – Members to declare any interests under the following categories: Pecuniary, outside body and family, friend or close associate.
- 05.05.05 PUBLIC PARTICIPATION** – Members of the public may comment or raise questions regarding matters affecting the Parish
- 05.05.06 ANNUAL BUSINESS**
- To review the Policies and agree their adoption for 2022-23
- To discuss the need to introduce further policies to protect the Parish Council and agree timescales.
- Adopt revised Code of Conduct issued by Cheshire West and Chester
- To approve payments to be made throughout the year between meetings.
- Agree the Payroll Provider for 2022-23
- 05.05.07 ANNUAL ACCOUNTS AND GOVERNANCE 2021-22**
- To review the Summary of Accounts for 2021-22
- To review the Internal Audit Report
- To approve the Governance Statement
- To approve the Accounting Statement
- to Note the Notice of Public Rights and Publication of Annual Governance and Accountability Return
- 05.05.08 MINUTES OF THE MEETING OF 17th MARCH 2022**
- 05.05.09 PLANNING APPLICATIONS**
a) To note planning register to date and comments submitted to CWaC
b) To note any planning application received in since agenda has been circulated.
c) To receive any Planning Enforcement Issues or Updates.
- 05.05.10 ACCOUNTS**
Cashbook – to note YTD Cashbook and Bank Reconciliation.
Income and Payments since last meeting – to receive any income or invoices for payment since the last meeting.
Received in: £8005.00 – CWaC Precept
£4850.00 – Community Fund – National Lottery – for Jubilee Event
£304.58 - HMRC VTR - £304.58
£1,648.38 - CWaC
Expenses out: Clerk's Salary Tax Point 01 £225.96
Clerk's Salary Tax Point 02 £225.96
Clerk's Expenses £111.02
Morrall Play Services Limited £54.00
CHALC Annual Subscription £154.44
Walkers Nursery £40.32
Sue Irlam (Internal Auditor) £50.00
HSBC Banking Charges for March £6.20
HSBC Banking Charge for April £6.60
Any other Payments received since Agenda has been sent out.
HSBC Bank – to receive an update on the application for a new bank account
Internal Auditor – review the Internal Auditors Report and note/agree any recommendations.

- 05.05.11** **PLAYGROUND EQUIPMENT** – to receive a report from the Chairman on an areas of concern or work required to be undertaken on the Playground Equipment.
- 05.05.12** **QUEENS PLATINUM JUBILEE EVENT-** to receive an update on the Queens Platinum Jubilee Event in June.
- 05.05.13** **PARISH COUNCIL MATTERS**
CWaC Items Reported – to receive a report for all items reported to CWaC and any further action undertaken by CWaC.
- Website – discuss options for moving provider of website.
- 05.05.14** **CORRESPONDENCE**
- Removal of Large Established Oak Tree - 12 New Road Duddon, Chester, Cheshire, CW6 0HE
- Request to complete NALC Sector Finance Survey 2022
- PCC Town and Parish Council meeting Tuesday 24th May 2022
- Duddon and Burton PC Ideas – email from Stephen Harrison – 31-03-2022
- Any other correspondence received since agenda being distributed.

DATE OF NEXT MEETING

Proposed date: Thursday 14th July 2022 at 7.00pm at Duddon & Clotton Memorial Hall.