

# CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the Annual Meeting of the Parish Council on Monday 16<sup>th</sup> May 2022 to be held in Duddon and Clotton Memorial Hall, which will begin at 7.30pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*

Clerk

9/05/2022

[Clerk.clottonhoofieldpc@gmail.com](mailto:Clerk.clottonhoofieldpc@gmail.com) or 07784 486 767

## AGENDA

1.	<b>ELECTION OF CHAIR AND VICE-CHAIR FOR 2022-23</b> - Councillors to sign their Acceptance of Office	Chair
2.	<b>APOLOGIES</b> And reason for absence.	Chair
3.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
4.	<b>PUBLIC PARTICIPATION</b> When members of the public may comment or raise questions regarding matters affecting the Parish.	Chair
5.	<b>CORRESPONDENCE</b> - Tree on Willington Road – to receive correspondence. - Beeston & Tarporley Station Re-opening - Feasibility Study and Preliminary Business Case – to receive the report. - Consultation regarding Wastewater Improvements Planned - Any other correspondence received following Agenda being circulated.	
6.	<b>MINUTES</b> To approve the minutes of the Parish Council meeting held on 28 <sup>th</sup> March 2022	Chair
7.	<b>ACTIONS</b> To note actions list and receive additional updates	Chair
8.	<b>PLANNING</b> To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
9.	<b>AUDIT</b> 1) To accept a summary for the year 2021-22 2) To accept and sign the Certificate of Exemption 3) To accept the Annual Internal Audit report 4) To review and complete the Annual Governance Statement 5) To review and sign the Accounting Statement 6) To sign the Exercise of Public Rights	
10.	<b>ACCOUNTS</b> 1) To accept the Cash Book to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To review and note Internal Auditor Report & Recommendations. 4) To approve the payments that can be made between meetings for the year 5) To approve the payment of Insurance for 2022-23 6) To approve the renewal of CHALC Membership for 2022-23 7) To approve Income and Payments since last meeting.	Clerk Clerk Clerk Clerk Clerk Clerk Clerk
11.	<b>HIGHWAYS</b> To review the REPORT IT items and work undertaken since the last meeting.	CK
12.	<b>PARISH COUNCIL MATTERS</b> - Parish Councillor Vacancies – to receive any update of interest received since the last meeting. - Roles & Responsibilities – to review and agree roles and responsibilities for 2022-23 - Policies – to review the schedule of policies and agree if they can be carried forward or review renewing.	Clerk Chair Chair

		<ul style="list-style-type: none"> <li>- Code of Conduct – to review and adopt the revised Code of Conduct</li> <li>- Dates of Meetings for 2022-23 – to agree the schedule of meetings for 2022-23</li> </ul>	
13.	<b>COMMUNITY PROJECTS</b>	- The Queen’s Jubilee Event – to receive information on an event being planned to commemorate the Queen’s Jubilee in June’22	JN
	<b>DATE OF NEXT MEETING</b>	To be agreed.	