

**ANNUAL PARISH COUNCIL MEETING**  
**TUESDAY 14 MAY 2024**  
**PARISH HALL, ROSEGARTH AVENUE 6.30 PM**

**A G E N D A**

- 1 To appoint a Chairman for the Council year 2024/25 and to receive the Chairman's Declaration of Acceptance of Office
- 2 To appoint a Vice Chairman for the Council year 2024/25 and to receive the Vice Chairman's Declaration of Acceptance of Office
- 3 To receive and accept apologies and reasons for absence
- 4 To receive declarations of personal and pecuniary interest<sup>i</sup>
- 5 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

**PUBLIC PARTICIPATION**

- 6 To authorise the Chairperson to sign the minutes of the Ordinary Parish Council Meeting held on Tuesday 9 April 2024
- 7 To consider a report from the Clerk to the Council regarding adoption of the General Power of Competence (attached)
- 8 To consider the Council's Code of Conduct and agree further action if necessary (attached)
- 9 To agree the meeting schedule for the Ordinary and Committee Meetings 2024/2025 (attached)
- 10 To agree the Terms of Reference for the:
  - 10.1 General Purpose Committee (attached)
  - 10.2 Events & Recreation Committee (attached)
  - 10.3 Finance and Employment Committee (attached)
- 11 To appoint the membership of the Events & Recreation Committee for 2024/25
- 12 To appoint the membership of the General Purpose Committee 2024/25
- 13 To appoint the membership of the Finance and Employment Committee for 2024/25
- 14 To appoint a Chairperson for the General Purpose Committee for 2024/25 in line with Standing Orders 4d iv
- 15 To appoint a Chairperson for the Events & Recreation Committee for 2024/25 in line with Standing Orders 4d iv
- 16 To appoint a Chairperson for the Finance & Employment Committee for 2024/25 in line with Standing Orders 4d iv
- 17 To appoint/confirm membership of the Newsletter Editorial Group for 2024/25

- 18 To appoint/confirm the following Parish Council representatives
  - 18.1 Penny Hill Liaison Committee
  - 18.2 RMBC Joint Working Group
- 19 To consider the Parish Council Chairperson's personal allowance and agree further action if necessary
- 20 To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts. (Suggested dates – Monday 3rd June 2024 to Friday 12th July 2024)
- 21 To receive the Internal Audit Report for 2023/24 and agree further action if necessary
- 22 To receive the Annual Internal Audit Report for 2023/24 and agree further action if necessary (attached)
23. To consider for approval the Annual Governance Statement for 2023/24 of the Annual Return, Section 1 (attached)
24. To consider for approval the Accounting Statement for 2023/24 of the Annual Return, section 2 (attached)
- 25 To receive information on the Council's insurance for 2023/24 and agree further action if necessary
- 26 To agree to take named signatories off the Co-operative Bank Mandate who no longer work for the Parish Council or who are no longer Councillors
- 27 To agree new signatories for the Cooperative Bank
- 28 To agree for the Clerk to arrange dual authority with the Cooperative Bank
- 29 To agree and approve changes to the Parish Council website
- 30 To consider and agree to purchase a camera for the Parish Council
- 31 To consider Ongoing Issues
  - 31.1 Beacon
- 32 To receive Finance Reports and Accounts and agree further action if necessary:
  - 32.1 To note the Bank – Cash & Investment Reconciliation as at 30.04.2024 (tabled)
  - 32.2 To authorise the payment of accounts (tabled)
  - 32.3 To authorise the reimbursements to the Clerk for purchases made on behalf of Council (tabled)
- 33 To agree to appoint the services of FH Accountancy Services for the interim internal audit and year end audit 2024/25
- 34 To receive information regarding the cost for protected places at Aughton Early Years Centre and agree further action if necessary
- 35 To receive a request from residents living opposite Burgoyne Park and agree further action if necessary

- 36 To receive an update on the Councillor Vacancy and agree further action if necessary
- 37 Items requested by Councillors:
- 38 To receive information/reports in relation to policing matters
- 39 To consider relevant planning applications as published on RMBC's weekly lists **15 – 19 (2024)** along with any associated submissions received and any reports on previous planning applications/issues (attached)
- 40 To receive an update from the Clerk (for information only)
- 41 To agree future agenda items
- 42 To receive information regarding land for sale at Swallownest Allotments and agree further action if necessary (tabled)
- 43 To confirm the date of the next Ordinary Parish Council meeting of 11 June 2024 at 6.30pm

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<sup>i</sup> A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011 Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).