

Haslington Parish Council

Email: haslingtonparishcouncil@gmail.com

Website: haslingtonparishcouncil.com

1st May 2023

To: **Members of Haslington Parish Council**

Dear Councillor

You are summoned to attend the **Annual Meeting of Haslington Parish Council** which will be held on **Monday 15th May 2023 at 7.30pm at The Oakhanger Community Centre, Butterson Lane, Oakhanger, CW1 5UU**. Please arrive at 6.30pm to allow time for signing Acceptance of Office Forms following the election.

If you have any COVID-19 symptoms or a cough/cold, can we please ask that you not attend the meeting in the interests of everyone's safety.

Yours sincerely

G. V. Ayres

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Parish Clerk and Responsible Financial Officer

Agenda

1. **Election of Chair 2023-24.**

2. **Election of Vice Chair 2023-24.**

3. **Welcome and Apologies.** To introduce new Clerk / RFO, welcome attendees and record apologies.

4. **Declarations of Interest.**

5. **Public Participation.**

- A period not exceeding 15 minutes for members of the public to ask questions and submit comments.
- To ensure Covid-19 compliance and public safety, attendance numbers may be limited.
- Please submit your questions or comments to the Clerk by emailing the address above before 9am on the day of the meeting to ensure inclusion.

6. **Policies.** To review and adopt for 2023-24 the following Parish Council Policies which can be found on this link <https://haslingtonparishcouncil.com/document-category/policies/>

- Standing Orders
- Financial Regulations
- Code of Conduct
- Risk Assessment (see Appendix A attached)

Other existing policies to be reviewed at intervals throughout the year.

7. **Committees.** To agree terms of reference, membership, Chair and Vice chair of the Finance Committee (see Appendix B attached)

8. **Working Groups.** To agree membership, Chair and Vice Chair of the following Working Groups

- Planning
- Neighbourhood Plan
- Personnel
- Gutterscroft
- Jubilee Trees and Orchard
- Events and Publicity
- Recording of Meetings
- MapRun
- Sandbach Connected Communities

9. **Support Services.** To approve ongoing appointment of the following external support services

- John Greenall & Co for payroll and financial services
- Thompson Planning Partnership for neighbourhood planning services
- Hall Smith Whittingham for legal services
- JDH Business Services for internal audit

10. **Minutes.**

- a) To approve the minutes of the meeting held on 3rd April 2023 (see Appendix C attached)
- b) To review progress on actions in the minutes of the last meeting not covered by agenda items here.

11. **Cheshire East.** To receive an update report from Cheshire East Councillor, Steven Edgar.

12. **Casual Vacancies.** To agree to start the process of co-opting further Council members.

13. **Financial Matters.**

- a) **Finance Committee Minutes.** To receive the Minutes of the Finance Committee Meeting held on 4th April 2023 and approve the recommendations contained therein. (see Appendix D and related appendices D1 and D2 – all attached)
- b) **Payments.** To approve payments to Newall £94 (Gutterscroft cleaning); Clerk £30.49 (printer ink); Kompan (play equipment inspection) £294.00; JD Services £999 + £40.
- c) **Accounts for year-end 2022-23.** To note the financial position of the Council on 31st March 2023 as reported to the internal auditor (see attached Appendix E – AGAR; Appendix F – accounts summary; Appendix G – bank reconciliation.)

14. **Odd jobs contract.** To receive an update on progress.

15. **Coronation.**

- a) To receive feedback on King's Coronation Weekend celebrations.
- b) To discuss purchasing additional Coronation Planters for Winterley and Oakhanger.

16. **Gutterscroft Management Committee.** To receive an update, including on signage and control of dogs.

17. **Noticeboards.** To discuss requirements and when to acquire new noticeboards (see Appendix H attached)
18. **Winterley Ward.** To receive update and consider matters related to Winterley Ward
19. **Oakhanger Ward.** To receive update and consider matters related to Oakhanger Ward
20. **Haslington Ward.** To receive update and consider matters related to Haslington Village Ward.
21. **Urgent Business.** To consider any other items which in the opinion of the Chair should be considered as a matter of urgency in the interest and benefit of those who live and operate within the Parish boundary.
22. **Exclusion of Public.** To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
23. **Grass-cutting and Floriculture Contracts.** To review quotations and choose contractor (see Appendices I and J – to follow)