



Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Parish Council on **Thursday 22nd February 2018** at the Academy Suite, Holmes Chapel Community Centre, CW4 8AA at **7.00 p.m.**

AGENDA

1. **Apologies** – To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011**
3. **Public Speaking** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting.
4. **Council Minutes** –
 - To approve the minutes if the meeting held on the 11th January 2018 (draft minutes circulated)
 - To approve the minutes of the extraordinary meeting held on the 18th January (draft minutes circulated).
5. **Committee Minutes** – **to note the minutes, actions and recommendations of the committees which have met since the previous meeting on the 11th January 2018.**
 - Village and Infrastructure held on the 18th January 2018 (draft minutes circulated)
 - Amenities held on the 25th January 2018 (draft minutes circulated)
 - Strategy and Finance Committee held on 15th February 2018 (draft minutes circulated)
6. **Matters arising** – There are no matters arising.
7. **Planning applications** – Outstanding applications:
To receive an update on Planning Applications which have passed through the Council and are without decision or have been determined since the last Council Meeting. (See separately circulated document).
8. **Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.

9. **Annual Parish Meeting:** To consider and agree the content of the Annual Parish Meeting. (Proposed agenda to be circulated.)
10. **Civic Service and Remembrance Day Events:** To note that a meeting is being arranged with relevant partners to co-ordinate and propose arrangements.
11. **Community Centre:** To receive a verbal update on operational matters and to note the minutes of the last JMLC meeting (already circulated).
12. **S106 agreements summary–** to note that the SPTG has recommended and Strategy and Finance Committee have approved that a number of points be taken forward to the next Amenities Committee.
13. **Connected Communities:** To receive a verbal report on the Connected Communities initiative including the first meeting held 1st February, 2018, Holmes Chapel library. To receive the notes from this meeting along with other information from Cheshire East Council. To consider and resolve to agree the Parish Council's future involvement and representation in this initiative. (Circulated separately).
14. **Conservation Area:** To receive a verbal report on the progress of the Conservation Area Working Group and to note the contents of the report and letter to be circulated to shops and businesses in the conservation area. (See separate attachments).
15. **Communications and Media Policy:** To note the Strategy and Finance Committee recommendations. To agree the Terms of Reference for the establishment of a task group to review this policy and make recommendations for amendments including the introduction and use of social media by the Parish Council and for the use of email distribution lists for the dissemination of information to village residents. (To be circulated separately.)
16. **Finance:**
 - 16.1. **Bank reconciliation–** to note the reconciliation and balance at 31st January 2018 is £102,548.
 - 16.2. **Accounts for payment –** To approve the following payments as detailed in the schedule (attached at Appendix 1)
 - 16.3. **Corporate Multipay card –** to resolve to approve the recommendation by the Strategy and Finance Committee to introduce a Corporate multipay card from unity trust bank for use by the clerk and assistant for minor incidental expenditure with a limit of £150.
 - 16.4. **Year End Procedure -** to resolve to approve the recommendation by the Strategy and Finance Committee for the adoption of a revised procedure for the end of year accounts (See timetable at appendix 2).
 - 16.5. **Electricity Supply to Office and St Luke's flood lights. –** To note the approval of Strategy and finance to a revised 2 year contract with a new supplier for the provision of electricity from the end of February 2018.
 - 16.6. **HCCC Thermal Imaging report -** To resolve to agree the recommendation of the Strategy and Finance Committee to pay £500 to ESAR towards the Thermal Imaging survey and report (previously circulated with the Strategy and Finance Agenda of the 15th February 2018.)
 - 16.7. **HCCC Valuation -** To note that Strategy and Finance Committee resolved for the Clerk to contact the district valuer (DVS) to discuss the proposed payments. The clerk to report back to the next Strategy and Finance Committee on progress.
17. **Chairman and Clerk's reports –** To receive reports

18. Future Agenda items.

Standing Order Update
Financial Regulations Update

19. Public Speaking.

Part II That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Staffing Matters

- 20.** To approve payment of additional 30 hours owed to Mrs S McKay for November and December 2017 prior to the Clerk working her full hours.
- 21.** To approve the Clerk can carry over to the next fiscal year any holiday days accrued up to the 31st March 2018.
- 22.** To resolve to approve the revised job description for the RFO/Assistant to the clerk

Sue Davies

**Clerk of the Council
16th February 2018**

Appendix 1

Schedule of Payments: January 1st 2018 – February 14th 2018 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/01/2018	BT Payment Services	17166	112.93		Phone&Internet December17
09/01/2018	Scottish Power	17167	53.07		Office electricity Jan18
09/01/2018	Scottish Power	17168	38.11		Church lighting Jan 2018
10/01/2018	Water Plus Ltd	17169	59.67		Water 3rd Qtr 2017/18
24/01/2018	Scottish Power	17170	188.87		Electricity parish lights
24/01/2018	CVS Cheshire East	17171	25.00		CVS Membership 17/18
24/01/2018	PME Maintenance	17172	840.00		Christmas market Lighting
24/01/2018	TWM Traffic Control Systems	17173	268.20		TWM Traffic Control Systems
24/01/2018	Office Depot	17174	26.27		Stationery items
24/01/2018	Office Depot	17174-1	3.24		Stationery for office
24/01/2018	Fountainhead Horticultural Ser	17175	1,314.00		Plants/baskets watering 2017
24/01/2018	HMM mechanical services	17176	188.63		Plumbing repair HCCC
24/01/2018	Cheshire Pension Fund	17177	646.49		Pension January 2018
31/01/2018	Staff salaries	17178	1,889.64		Staff salaries January 2018
01/02/2018	Namesco	17179	179.99		2 year renewal HCPC web name
01/02/2018	Mrs Susan Mckay	17180	43.52		Purchases for Parish Council
01/02/2018	BT Payment Services	17181	117.99		Phone&Internet office Jan18
06/02/2018	Scottish Power	17182	53.07		office electricity Feb2018
09/02/2018	Scottish Power	17183	38.11		Church lighting Feb 2018
14/02/2018	Shires Pay Services	17184	60.00		Payroll service 4th Qtr 17/18
14/02/2018	Alan Bethell	17185	492.00		hedge maintenance at HCCC

Total Payments 6,638.80

Payments to be paid:

02/2018	The Villages Mag	140.00	News for February edition
02/2018	HMM Mechanical Services	£1356.00	Pipework repair HCCC
02/2018	ChALC	115.00	Training for Clerk and assistant

Receipts: January 1st 2018 – February 14th 2018

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
03/01/2018	CCLA PS Deposit Fund	R1732	Interest December 2017	15.23
31/01/2018	HM Revenues & Customs	R1733	VAT refund 3rd Qtr 2017/18	4,217.76
02/02/2018	CCLA PS Deposit Fund	R1734	Interest Jan 2018	19.25
Total Receipts				4,252.24

Invoices will be available for members to view in the parish council office. Electronic copies are available on request.

Appendix 2

Timetable for Year End and Audit:

Step	Task	Comments
1	Close balance and reconcile cash books	As soon as reasonably possible after year end
2	Ensure schedule of assets and liabilities are up to date	To include Debtors, Creditors, prepayments and accruals
3	Prepare Financial Statements and Annual Governance statement	
4	Internal Audit	Visit scheduled for 23 April 2018
5	Agree dates with external auditor for display of public rights	To include first 10 working days of July
6	Submit the completed Annual return to Council for approval	Proposed for Full Council 24 May 2018
7	Submit the annual return to the external auditor	Send off on 25 May 2018 (latest date for submission is 30 June '18)
8	Display a notice of public rights	This must be displayed at least 14 days immediately before the inspection period
9	Make the accounting statements and other documents available for inspection	Available in the office during opening hours
10	Display a notice of Public Rights	State the address and hours when reports may be inspected. (The inspection period is a period of 30 working days, which must include the first 10 working days of July 2018)
11	Publish the accounting statements	As soon as reasonably possible after completion of audit, but no later than 30 September '18