



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**

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### To Members of the Council

You are hereby summoned to attend the online meeting of Audlem Parish Council to be held on **Monday 13<sup>th</sup> July 2020 at 7.30pm**. The agenda is shown below.

Please note that as per the Standing Orders policy contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

### To members of the public

Please note that as per the Standing Orders policy the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting. Subject to this a member of the public shall not speak for more than 3 minutes.

Yours sincerely

**Belen (Bee) Lopez Bloor**

Clerk to the Parish Council

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### AGENDA

#### PUBLIC FORUM

Members of the public will be invited to comment on any of the items on the agenda or draw attention to matters of concern before ordinary business commences.

#### **20.38 TO ACCEPT APOLOGIES & REASONS FOR ABSENCE**

#### **20.39 DECLARATION OF INTERESTS**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

#### **20.40 CONFIRMATION OF MINUTES**

To confirm the Minutes of the meeting held 15<sup>th</sup> June 2020.

#### **20.41 ANNUAL BUSINESS**

20.41.1 To resolve to adopt the Council's current policies which have been amended.

20.41.1.a Standing Orders.

20.41.1.b Financial Regulations.

20.41.1.c Finance Sub Committee Terms of Reference.

20.41.1.d Health & Safety Statement.

20.41.1.e Complaints Policy.

20.41.1.f Subscriptions.

20.41.2 To adopt new policies.

20.41.2.a Disciplinary & Grievance Policy.

20.41.2.b Staff appraisal system.

20.41.2.c Internal Working Group & Staffing Committee Terms of Reference.

20.41.2.d Community Engagement Policy.

20.41.3 Risk Assessment.

20.41.3.a Finance Risk Assessment.

20.41.3.b Asset Register.

20.41.3.c Asset inspections.

**20.42 GROUP REPORTS**

- 20.42.1 Update from the HPE working group.
- 20.42.2 Update from the Internal working group.
- 20.42.3 Update from the Community working group.

**20.43 REPORT FROM WARD COUNCILLOR RACHEL BAILEY**

**20.44 ANNUAL ACCOUNTS AND GOVERNANCE 2019/20**

- 20.44.1 To resolve to approve the AGAR accounting Statement & approve the 19/20 accounts.
- 20.44.2 To resolve to appoint the RFO.
- 20.44.3 To resolve to appoint the internal auditor.

**20.45 FINANCIAL MATTERS**

- 20.45.1 To receive the monthly financial information and FSC meeting minutes.
- 20.45.2 To resolve to submit the VAT126 return.
- 20.45.3 To resolve to add a new bank signatory.
- 20.45.4 Authorisation of cheques – to agree the accounts for payment (see separate document).
- 20.45.5 Scheduled payments – to approve the scheduled payments (see separate document).
- 20.45.6 Receipts – to minute the receipts (see separate document).

**20.46 TURNPIKE FIELD**

- 20.46.1 General update.
- 20.46.2 Update – maintenance programme tender.
- 20.46.3 Tree works invoice.

**20.47 PARISH COUNCIL MATTERS**

- 20.47.1 To resolve to discuss the current situation regarding the public conveniences.
- 20.47.2 To resolve to grant the internal working group delegated authority to choose a candidate for the Assistant Clerk role and appoint them before 1st September.
- 20.47.3 To resolve the location for Royal Mail post box.
- 20.47.4 To discuss & resolve locum clerk for holiday cover.

**20.48 CORRESPONDENCE**

- 20.48.1 Cheshire East Council - Covid mobile testing unit.
- 20.48.2 SLCC Letter to Secretary of State Coronavirus: Financial Support for Local Councils.
- 20.48.3 Audlem St James CE Primary School - Multi Academy Trust Consultation.
- 20.48.4 New CEC Funding opportunity.
- 20.48.5 Turnpike Field car park enquiry from member of public.

**20.49 AREAS OF RESPONSIBILITY**

- 20.49.1 To resolve the membership of Councillors to all committees, working groups and representatives to outside bodies.
- 20.49.2 To appoint a website subgroup to review the website in line with NALC's new website accessibility guidance.
- 20.49.3 To resolve to appoint a subgroup of four Councillors to conduct a review of internal working practices.
- 20.49.4 To resolve to appoint a subgroup to progress the CCTV project.

**20.50 ITEMS FOR FUTURE AGENDA**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate nor decision making.

**20.51 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 7<sup>th</sup> SEPTEMBER 2020** at the Methodist Church or via an online meeting facility (to be decided nearer the time).

**20.52** To resolve to exclude the public from Part 2 of the meeting on the grounds of confidentiality.