



## Barnton Parish Council

Dear Member,

You are summoned to the Annual Meeting of Barnton Parish Council to be held at 7.00pm on Monday 20th May 2024 at The Clerks Office, Barnton Cemetery, Hayes Drive, Barnton, CW8 4JX Tel; 01606 784270 Email;

[barntonpc@gmail.com](mailto:barntonpc@gmail.com)

Signed *Toni Critchlow* / Proper Officer

### **ANNUAL GENERAL MEETING OF BARNTON PARISH COUNCIL**

**MONDAY 20<sup>TH</sup> MAY 2024 7.00pm Venue; Clerks Office, Barnton Cemetery CW8 4JX**

Members of the public are welcome to join this meeting.

If you have questions or concerns regarding items on the agenda **Please contact the Clerk**

### **AGENDA**

\*This meeting will be recorded

	Item
<b>1</b>	<b>Election of the Chairman of the Council for the 2024-2025 Civic Year.</b>
1.1	<ul style="list-style-type: none"> <li>To receive nominations for and to elect a chairman of the Council for the 2024-2025 civic year.</li> </ul>
1.2	<ul style="list-style-type: none"> <li>For the elected chairman to sign a declaration of office</li> </ul>
<b>2</b>	<b>Election of the Vice-Chairman of the Council for the 2024-2025 Civic Year.</b>
2.1	<ul style="list-style-type: none"> <li>To receive nominations for and to elect a vice chairman of the Council for the 2024-2025 civic year.</li> </ul>
2.2	<ul style="list-style-type: none"> <li>For the elected vice-chairman to sign a declaration of office.</li> </ul>
<b>3</b>	<b>Review the Delegation Arrangements to Committees</b>
	<b>Finance Committee(minimum 5 members)</b>
3.1	<b>To receive &amp; approve</b> Barnton Parish Council Terms of Reference – Finance Committee
3.2	<b>To approve</b> membership of the committee
3.3	<b>To elect</b> a chair and vice-chair <b>or</b> to delegate this to the committee at its first meeting
	<b>Staffing Committee.(minimum 5 members)</b>
3.4	<b>To receive &amp; approve</b> Barnton Parish Council Terms of Reference – Staffing Committee
3.5	<b>To approve</b> membership of the committee
3.6	<b>To elect</b> a chair and vice-chair <b>or</b> to delegate this to the committee at its first meeting
<b>4</b>	<b>Apologies</b> - To receive apologies for absence
<b>5</b>	<b>Declarations of Interest</b> – members to declare any interests, pecuniary or otherwise in items on this agenda
<b>6</b>	<b>Approve and Sign Minutes</b>
	<b>To approve</b> the minutes of the last Annual Meeting of 15th May 2023
<b>7</b>	<b>Public Forum</b>
	<i>As per Barnton Parish Council Standing Orders, Members of the public are invited to address Barnton Parish Council for a maximum of 5 minutes, after which they may take no further active part in the meeting</i>
7.1	<b>Cheshire West and Chester Ward Councillor Report</b> - to receive a report from CW&C Ward Cllrs.
7.2	<b>PCSO Report</b> - to receive a report from PCSO Wiggins
<b>8</b>	<b>Clerks Report &amp; Action Points</b>
8.1	<b>To receive</b> a report from the Clerk
8.2	<b>To receive</b> an events update from Cllr Devine

<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p> <p><b>9.5</b></p> <p><b>9.6</b></p> <p><b>9.7</b></p> <p><b>9.8</b></p> <p><b>9.9</b></p> <p><b>9.10</b></p>	<p><b>Policy &amp; Procedure To approve the following constitutional documents for 2024/25;-</b></p> <p><b>To receive &amp; approve</b> Barnton Parish Council Standing Orders</p> <p><b>To resolve to adopt</b> CW&amp;C Code of Conduct for councillors</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Publication scheme</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Health &amp; Safety Policy</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Equality &amp; Diversity Policy</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Complaints Procedure</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Risk Management Policy</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Data Protection Policy</p> <p><b>To note</b> NALC advice on the use of .gov.uk email addresses as per audit recommendation</p> <p><b>To note</b> risk assessment document in respect of the D-Day event on 6<sup>th</sup> June 2024 distributed to all interested parties 08/05/24</p>
<p><b>10</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p> <p><b>10.7</b></p> <p><b>10.8</b></p> <p><b>10.9</b></p> <p><b>10.10</b></p> <p><b>10.11</b></p> <p><b>10.12</b></p> <p><b>10.13</b></p>	<p><b>Finance</b></p> <p><b>To approve</b> section 1 of the 23/24 annual Governance Statement</p> <p><b>To approve</b> section 2 of the 23/24 annual Governance Statement – accounts statement</p> <p><b>To note</b> Notice of public rights from 3 June 2024 – 12 July 2024</p> <p><b>To receive and approve</b> internal audit, Audit issues arising &amp; Internal audit recommendations</p> <p><b>To receive &amp; approve</b> NALC Financial Regulations 2024 (revised)</p> <p><b>To receive and approve</b> Barnton Parish Council asset register 2024/2025</p> <p><b>To receive &amp; approve</b> Barnton Parish Council Investment Policy</p> <p><b>To approve</b> the payment schedule for April 2024</p> <p><b>To note</b> publication of items over £100.00 to the website</p> <p><b>To receive and approve</b> 2023/2024 final Bank reconciliations at 31/03/2023</p> <p><b>To note</b> signatories to bank accounts D. Hooper/J. Hughes/T. Critchlow</p> <p><b>To approve</b> cost of £760.00 to KDE for lighting (x3) at the new war memorial on Townfield Lane</p> <p><b>To receive</b> a finance report and latest bank reconciliation from the Deputy Clerk</p>
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>PART B</b></p> <p><b>To approve</b> exclusion of the press and public due to the sensitive nature of the material to be considered. <i>In accordance with the provisions of Schedule 12A of the Local Government Act 1972 and paragraph 10.2 of the Council's Access to Information Procedure Rules, the public and press are excluded during consideration of the following items as defined by the categories specified against them.</i></p> <p><b>To receive</b> a staffing update from the Clerk/Deputy Clerk including distribution of hours, job description amendments and other staff matters</p>
<p><b>12</b></p>	<p><b>Date of next meeting - Full Council Monday 17<sup>th</sup> June 2024</b></p>
<p><b>13</b></p>	<p><b>Close of Meeting</b></p>

Signed: *Toni Critchlow*, Parish Clerk

Posted: 15/05/23