



Darnhall Parish Council



To: **The Members of Darnhall Parish Council**

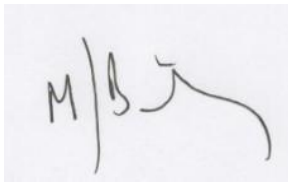
Dear Councillor

You are summoned to attend the Annual Meeting of the Darnhall Parish Council to be held on Tuesday 18th May 2021 at 7.30pm at Darnhall Village Hall.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.

NB. This meeting will be held according to government guidelines relating to the ongoing COVID-19 pandemic.

Yours Sincerely,



Dr Mark Bailey
Interim Parish Clerk

AGENDA

PART ONE – ANNUAL PARISH COUNCIL BUSINESS

1. ELECTION OF CHAIRMAN

The Parish Council is to elect a Chairman to serve until the Annual Meeting in 2022. The current Chairman (if present) will call for nominations. If the current Chairman is not present, the current Vice Chairman will call for nominations. The new Chairman will sign a Declaration of Acceptance of Office, following which the newly elected Chairman will chair the meeting.

2. ELECTION OF VICE-CHAIRMAN

The Parish Council is to elect a Vice-Chairman to serve until the Annual Meeting in 2022. The Chairman will call for nominations. The new Vice-Chairman will sign a Declaration of Acceptance of Office.

3. APOLOGIES

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

4. DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

5. MINUTES – TUESDAY 16th MARCH 2021

To resolve that the minutes of the meeting of the Council held on 16th March 2021 be signed as a correct record.

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/minutes_of_meeting_on_16_march_2021.pdf

6. MATTERS ARISING

To raise any matters from the above minutes.

7. CHAIRMAN'S REPORT

The Chairman of the Parish Council can provide a report to the Council under this item.

8. PUBLIC PARTICIPATION

A period for members of the public to raise comments on matters being discussed at the meeting (15 mins max).

9. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES

The Council is asked to appoint Members to the following committees/outside bodies.

Committees

- Finance Committee (three Members)
- Village Hall Committee (three Members)

Outside Bodies

- Cheshire Association of Local Councils (two Members)
- Police Cluster (one Member)

10. STANDING ORDERS/FINANCIAL REGULATIONS

The Council is asked to **APPROVE** the Standing Orders and Financial Regulations for the 2021-22 year.

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/dpc_standing_orders_9.5.21.pdf (Standing Orders)

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/financial_standing_orders_2021-22_10.05.21.pdf (Financial Regulations)

11. FINANCIAL MATTERS

The following financial matters will be considered at the meeting.

11.1 Ledger/Bank Reconciliation Statement (1.4.20-31.03.21)

The ledger/bank reconciliation statement for the period 1st April 2020-31st March 2021 is presented to Members for note.

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/darnhall_parish_council_ledger_01.04.20_-_31.03.21_09.05.21_1_.pdf

11.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2020/21) (Apr 2020-March 2021)

The budget monitoring report/receipts and payment summary to the end of quarter four (2020/21) (Apr 2020-March 2021) is presented to Members for note.

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/budget_monitoring_report_q4_2020_21_09.05.2021_bm.pdf (Budget Monitoring Report)

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/budget_monitoring_report_q4_2020_21_09.05.2021_rp.pdf (Receipts and Payments Summary)

11.3 Asset Register 2020/21

The Asset Register for the Parish Council up to 31st March 2021 is attached for note.

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/asset_register_2020_21_10.05.21.pdf

11.4 Risk Assessment 2021-22

To approve the annual risk assessment for the Parish Council for 2021-22 (attached).

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/draft_risk_assessment_2021-22_9.5.21.pdf

11.5 Responsible Financial Officer

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2021/22 financial year.

11.6 Appointment of Internal Auditor

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of JDH Business Services for the year 2021-2022. It is proposed that, if appointed, an approach to JDH Business Services will be made as soon as possible following this meeting.

RECOMMENDATION

Members are asked to **APPROVE** the appointment of an internal auditor as set out above

11.7 External Audit 2020/21

The 2020-21 Annual Governance and Accounting Return (AGAR) is attached.

<https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/annual-return-part2-2020-21-2-e-enabled.pdf>

Members are asked to go through the Governance Statement point by point.

The Clerk recommends that questions 1-8 are answered 'yes' and that question 9 is answered 'n/a'.

Members will note that the Accounting Return has been completed by the Parish Clerk.

The Clerk recommends that the Accounting Statement is approved by the Council.

The external auditor covering the 2020-21 financial year is PFK Littlejohn.

Parish councils whose gross income/expenditure was £25,000 or less in the financial year in question (and who meet the qualifying criteria) may certify themselves as exempt from a 'limited assurance' review. In other words, a parish council who is exempt does not need to submit the usual forms to the external auditor. Despite this exemption, the council must still complete and agree the annual return form in common with previous years as well as providing narrative support for the figures and information provided. An exempt parish council must also, as per previous years, set dates for the exercise of public rights, where members of the public can examine the accounts.

It would appear that Darnhall Parish Council can declare itself exempt from an external audit for 2020-21. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2020-21 financial year. This is presented to the Council for agreement/otherwise.

The Clerk recommends that the Certificate is approved. It should be noted that a so-called 'voluntary' assurance review by the external auditors would cost the Council £200.00 plus VAT. It should also be noted that the external auditors will carry out assurance reviews on a sample of 5% of parish councils whether they have declared themselves exempt or not. If the parish council is selected as part of this process, there is no charge.

RECOMMENDATION: Members are asked to note the points set out above and approve the AGAR as set out above for 2020-21

11.8 Authorisation of Payments

£307.40	Clerk Pay (Interim – Dr M Bailey) (April-May 2021)
£1,250.00	Caretaker Pay (DVH – April-September 2021)
£63.36	ChALC (Annual Membership 2021-22)
£533.40	Neil Hopley Electrical (CCTV – DVH)
£48.00	Neil Hopley Electrical (Light Repair – DVH)
£139.72	CWAC (Business Rates DVH 2021-22)
£16.80	Shires Pay Services (M12 2021/22)
£29.00	NMC (Newsletter)
£139.00	NMC (Neighbourhood Plan)
£48.00	NMC (Darnhall Show Flyers)

The following payments are being paid on monthly direct debit and all cover the Village Hall.

£90.01	Scottish Power (Electricity – DVH – monthly amount)
£65.49	NFU Mutual (Insurance – DVH – monthly amount)
£29.94	BT Group (Broadband/Telephone – DVH – monthly amount)
£25.85	WaterPlus (Water – DVH – monthly amount)

RECOMMENDATION Members are asked to approve the above payments.

12. CALENDAR OF MEETINGS 2021-22

The Parish Council is asked to approve the following dates for meetings (usually third Tuesday of every other month).

20th July 2021
21st September
23rd November
18th January 2022
22nd March
17th May (Annual Meeting)

The next dates for Committee meetings are: -

Finance Committee
10th June 2021

Village Hall Committee
8th June 2021

RECOMMENDATION Members are asked to approve the above dates.

PART TWO – ORDINARY PARISH COUNCIL BUSINESS

PART A

13. PLANNING MATTERS

To consider any planning matters affecting the parish.

13.1 Darnhall Neighbourhood Plan

For Members to consider any updates the Darnhall Neighbourhood Plan.

13.2 Planning Applications

To receive updates on the closure of Darnhall Bridge.

<https://pa.cheshirewestandchester.gov.uk/online-applications/caseDetails.do?action=dispatch&keyVal=QLNXEJTELOI00&caseType=Application>

14. COVID-19 UPDATES/GUIDANCE

To consider any issues relating to the COVID-19 pandemic impacting on the parish.

14.1 Darnhall Village Hall - Updates

For Members to discuss any updates on the ongoing position regarding the Village Hall and the pandemic. Latest advice can be found at

<https://www.darnhallparish.co.uk/village-hall.html>

14.2 Updates on COVID-19

To consider any other updates on the impact of the pandemic on the parish.

15. DARNHALL VILLAGE HALL

Members are asked to consider any other issues relating to the Village Hall:

15.1 Hall Hire

The Parish Council is asked to **approve** the Hiring Agreement document for the Village Hall. See link below

https://www.darnhallparish.co.uk/uploads/7/2/9/0/72904347/acre_model_hiring_agreement_dvh_version_0.6_03.05.21_with_appendices.pdf

16. CLERKS REPORT

To consider any updates from the Clerk.

17. COMMUNICATION/SHARED INFORMATION

Members may share any other information, but formal decisions cannot be taken under this item.

18. DATE OF NEXT MEETING

Tuesday 20th July 2021 – 7.30pm – Darnhall Village Hall (subject to agreement of agenda item 12 above).

19. EXCLUSION OF PRESS AND PUBLIC

Due to their confidential nature, Members may decide to exclude the press and public from the meeting during consideration of the following matters in accordance with section 1 (2) of the Public Bodies (Admission to Meetings)

Act 1960. Reports relating to these items have been withheld from public circulation and deposit.

PART B

20. APPOINTMENT OF THE PARISH CLERK

To appoint to the post of Parish Clerk.

21. DARNHALL VILLAGE HALL

To consider quotes for work to the Village Hall.