



## 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 21<sup>st</sup> May 2024 at 6.00pm at Darnhall Village Hall.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.**

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'M/B' followed by a stylized flourish.

Dr Mark Bailey  
**Parish Clerk**

# AGENDA

Part 1 of the agenda represents the business of the annual meeting of the Parish Council

Part 2 represents ordinary business of the Parish Council

## **PART ONE – ANNUAL PARISH COUNCIL BUSINESS**

### **1. ELECTION OF CHAIR**

The Parish Council is to elect a Chair to serve until the Annual Meeting in 2025. The current Chair (if present) will call for nominations. If the current Chair is not present, the current Vice Chair will call for nominations. If neither are present, then the Council will appoint a Chair for this purpose.

### **2. ELECTION OF VICE-CHAIR**

The Parish Council is to elect a Vice-Chair to serve until the Annual Meeting in 2025. The Chair will call for nominations.

### **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 19<sup>th</sup> MARCH 2024**

To resolve that the minutes of the meeting of the Council held on 19<sup>th</sup> March 2024 be signed as a correct record.

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Minutes-of-Meeting-19th-March-2024.pdf>

### **6. MINUTES – TUESDAY 30<sup>th</sup> APRIL 2024 (EXTRAORDINARY MEETING)**

To resolve that the minutes of the extraordinary meeting of the Council held on 30<sup>th</sup> April 2024 be signed as a correct record.

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/April-2024-Extraordinary-Meeting-30.4.24.pdf>

### **7. MATTERS ARISING**

To raise any matters from the above minutes.

### **8. CHAIRMAN'S REPORT**

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

## 9. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES

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

### *Committees*

- Finance 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 2024-25 year.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/05/DPC-Standing-Orders-24.5.23.pdf> (Standing Orders)

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/05/Financial-standing-orders-2023-24-24.05.23.pdf> (Financial Regulations)

## 11. FINANCIAL MATTERS

The following financial matters will be considered at the meeting. Ledger/Bank Reconciliation Statement (1.4.23-31.03.24)

### 11.1 Ledger/Bank Reconciliation Statement (1.4.23-31.3.24)

The ledger/bank reconciliation statement for the period 1st April 2023-31st March 2024 is presented to Members for note.

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Darnhall-Parish-Council-Ledger-01.04.23-31.3.24.pdf>

### 11.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2023/24) (Apr 2023-March 2024)

The budget monitoring report/receipts and payment summary to the end of quarter four (2023/24) (Apr 2023-March 2024) is presented to Members for note.

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Budget-Mon-Mar-24-18.5.24.pdf> (Budget Monitoring Report)

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Receipts-and-Payments-Summary-April-Dec-2023.pdf> (Receipts and Payments Summary)

### 11.3 Asset Register 2023/24

The Asset Register for the Parish Council up to 31st March 2024 is attached for note.

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Asset-Register-2023-24-18.5.24.pdf>

### 11.4 Risk Assessment 2024-25

To approve the annual risk assessment for the Parish Council for 2024-

25 (attached).

<https://darnhallparish.co.uk/wp-content/uploads/2024/05/Risk-Assessment-2024-25-19.5.24.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 2024/25 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 2024-2025. 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 2023/24**

The 2023-24 Annual Governance and Accounting Return (AGAR) is attached.

[https://darnhallparish.co.uk/wp-content/uploads/2024/05/AnnualReturnForm2PC\\_2023-24\\_e-19.5.24.pdf](https://darnhallparish.co.uk/wp-content/uploads/2024/05/AnnualReturnForm2PC_2023-24_e-19.5.24.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 2023-24 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.

Darnhall Parish Council can declare itself exempt from an external audit for 2023-24. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure

for the 2023-24 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 2023-24.

### 11.8 Authorisation of Payments

£360.53	Clerk Pay (Dr M Bailey) (June-July 2024)
£1,250.00	Caretaker Pay (DVH – April-September 2024)
TBC	ChALC (Annual Membership 2024-25)
£482.68	Clear Councils (Insurance 2024/25)
£110.00	Dr M Bailey (Reimbursement – Renewal of G Suite)
£60.00	Dr M Bailey (Reimbursement – Website costs)
£39.76	Dr M Bailey (Reimbursement – Website costs)
£161.38	Cheshire West and Chester Council (Business Rates – DVH)
£226.80	Shires Accountants (M1 – M6 2024/25 Payroll)
£12.78	Cllr R Lee (Reimbursement – Floor Cleaner)
£17.98	Cllr R Lee (Reimbursement – Padlock)

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

£314.12	Scottish Power (Electricity – DVH – monthly amount)
£64.56	NFU Mutual (Insurance – DVH – monthly amount)
£51.78	BT Group (Broadband/Telephone – DVH – monthly amount)
£17.50	WaterPlus (Water – DVH – monthly amount)
£53.47	Biffa Waste Services (Waste Collection – DVH – monthly)

**RECOMMENDATION** Members are asked to approve the above payments.

### 12. CALENDAR OF MEETINGS 2024-25

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

23<sup>rd</sup> July 2024  
17<sup>th</sup> September  
19<sup>th</sup> November  
21<sup>st</sup> January 2025  
18<sup>th</sup> March  
20<sup>th</sup> May (Annual Meeting)

Members are asked to agree dates for the committees to meet.

**RECOMMENDATION**

Members are asked to approve the above dates.

## **PART TWO – ORDINARY PARISH COUNCIL BUSINESS**

### **PART A**

#### **13. PUBLIC PARTICIPATION**

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

#### **14. PLANNING MATTERS**

To consider any planning matters affecting the parish.

##### **14.1 Darnhall Neighbourhood Plan**

For Members to consider any updates the Darnhall Neighbourhood Plan.

#### **15. DARNHALL VILLAGE HALL**

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

#### **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 23<sup>rd</sup> July 2024 – 7.30pm – Darnhall Village Hall (subject to agreement of agenda item 12 above).