



Darnhall Parish Council



MINUTES OF THE ANNUAL MEETING OF DARNHALL PARISH COUNCIL HELD AT DARNHALL VILLAGE HALL ON TUESDAY 21st MAY 2024 AT 6PM

PRESENT: Cllrs C Williams, M Sherry, R Strachan, G Higgs,
and R Lee

Dr M Bailey (Clerk)

PART ONE – ANNUAL MEETING BUSINESS

1. ELECTION OF CHAIR

The Chair asked for nominations for Chair up until the annual council meeting in May 2025.

Members nominated and **ELECTED** Cllr Marjorie Sherry as Chair.

2. ELECTION OF VICE-CHAIR

The Chair asked for nominations for Vice-Chair up until the annual council meeting in May 2025.

Members nominated and **ELECTED** Cllr Richard Strachan as Vice-Chair

3. APOLOGIES

It was reported that Cllr A Gaskill-Jones had resigned from the Parish Council.

4. DECLARATIONS OF INTEREST

There were no declarations of interest submitted to the meeting.

5. MINUTES – 19th MARCH 2024 (PARISH COUNCIL MEETING)

The Chair signed the minutes as a true and accurate record.

6. MINUTES – 30TH APRIL 2024 (EXTRAORDINARY PARISH COUNCIL MEETING)

The Chair signed the minutes as a true and accurate record.

7. MATTERS ARISING

The following matters were considered by Members: -

- Darnhall Show – an invoice is required for £500 towards the cost of the sound system in the Village Hall.
- Fundraising Committee – decided not to do anything for D-Day, but there will be an event at St Davids Church to mark the occasion, together with lighting a beacon.
- Tree Planting – will chase up CWAC on this matter.
- Website – online booking form has been developed – need to check on the language for terms and conditions. Also need to ask those using the

- Hall to bag the rubbish to put in the skip.
- Premises Licence – it was noted that it is in place for the Hall – need to ensure that this is referred to in the hiring agreement. Will contact CWAC regarding the details of the licence.
- Bridge Closure – no updates.
- Hiring Agreement – will update and send around (v0.5)

8. CHAIR'S REPORT

The Chair presented a report and shared the following information: -

- No updates on the bridge closure

9. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES

The following appointments were made: -

- Finance Committee – Cllrs Strachan, Sherry, and Lee

Outside Bodies

The following appointments were made: -

- ChALC – Cllrs Sherry and Strachan
- Police Cluster – Cllr Strachan

10. STANDING ORDERS/FINANCIAL REGULATIONS

Members **APPROVED** the Standing Orders/Financial Regulations for the 2024/25 financial year.

11. FINANCIAL MATTERS

Members considered the following financial items.

11.1 Ledger/Bank Reconciliation Statement (1.4.23-31.03.24)

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

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

The budget monitoring report/receipts and payments summary for the fourth quarter of the 2023/24 financial year was noted by Members.

11.3 Asset Register 2023/24

The Asset Register up to 31st March 2024 was **APPROVED** by Members.

11.4 Risk Assessment 2024/25

The Risk Assessment for the 2024/25 financial year was **APPROVED** by Members.

11.5 Responsible Financial Officer

Members **RESOLVED** that the Parish Clerk assume the role of Responsible Financial Officer for the 2024/25 financial year.

11.6 Appointment of Internal Auditor

Members **RESOLVED** that JDH Business Services be appointed as the Parish Council's internal auditor for the 2024/25 financial year.

11.7 External Audit 2023/24

Members **APPROVED** the 2023/24 Annual Governance and Accountability Return and also **APPROVED** the Certificate of Exemption for 2023/24.

11.8 Authorisation of Payments

Members approved the following payments.

£360.53	Clerk Pay (Dr M Bailey) (June-July 2024)
£1,250.00	Caretaker Pay (DVH – April-September 2024)
£63.84	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)
£172.20	Cllr R Lee (Reimbursement – Padlock)
£1,350.00	Imperative Training Ltd (Defibrillator)
£9.64	Cllr M Sherry (Reimbursement – Refreshments)

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)

RESOLVED: Members approved the above payments.

12. CALENDAR OF MEETINGS 2024-25

The Parish Council **APPROVED** the following dates for meetings (usually third Tuesday of every other month). It was agreed that meetings will start at 6.30pm.

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

PART TWO – ORDINARY MEETING BUSINESS

13. PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

14. PLANNING MATTERS

The Parish Council considered planning matters affecting the parish.

It was noted that CWAC is consulting on the Local Plan and Members have signaled their intention to attend engagement sessions.

15. DARNHALL VILLAGE HALL

The following matters were considered by the Parish Council.

- Noticeboard – Cllr Higgs volunteered to look after the noticeboard and keep it updated.
- Survey – to carry out a survey on the building.

16. CLERK'S REPORT

The Clerk's report was noted.

17. SHARED INFORMATION

The following items were shared by Members: -

- Cllr Strachan – it was reported that locks have been installed on the cupboards in the Village Hall.
- Cllr Strachan – raised the issue of community engagement and also proposed the re-naming of the Fundraising Committee.

18. DATE OF NEXT MEETING

Members agreed that the date of the next Parish Council meeting is Tuesday 23rd July 2024 at 6.30pm (Darnhall Village Hall).

Meeting closed at 8.43pm