



Little Stanney & District Parish Council

COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Meeting of the Council to be held in **LITTLE STANNEY VILLAGE HALL** on **TUESDAY, 14 MAY 2019** at **7.30pm** for the purpose of transacting the business set out on the agenda below

Parish Clerk
6 May 2019

Members of the public and the press are welcome to attend for the “Part 1” section of the agenda. Any reports in “Part 2” contain confidential information and only Councillors and the Parish Clerk can be present.

If you have any general enquiries about the meeting, please contact: Pauline English, Clerk to the Parish Council (Tel: 0151 339 1405, e-mail: engy02@ntlworld.com).

AGENDA

1 DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLOR

Before the start of the meeting all Councillors present at the meeting to sign a Declaration of Acceptance of Office.

2 ELECTION OF CHAIRMAN

To elect a Chairman of the Parish Council for the year 2019-20. Chairman to sign a Declaration of Acceptance of the Office of Chairman

3 APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Parish Council for the year 2019-20

4 APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting

5 DECLARATIONS OF INTEREST

To note any declarations of interest in items on the agenda

6 PUBLIC SPEAKING TIME

7 MINUTES

To confirm the minutes of the meeting held on 23 April 2019 as a correct record

8 CO-OPTION TO FILL VACANCY IN CROUGHTON PARISH

Pete Mountford has asked to be co-opted to fill the vacancy on the Parish Council representing Croughton.

9 CODE OF CONDUCT

The Parish Council adopted the Code of Conduct approved by Cheshire West and Chester Council in 2015, a copy of which is attached, and it is recommended that the Code be reaffirmed.

10 ANNUAL GOVERNANCE STATEMENT

To approve the Annual Governance Statement for submission to the external auditors.

11 ANNUAL ACCOUNTING STATEMENTS

The internal audit of the accounts for 2019-20 was carried out by Dotty about Accounts on 8 May 2019. The form for submission to the external auditor has been completed and is ready for signature.

12 REPRESENTATIVES ON OUTSIDE BODIES

To appoint a Councillor to represent the Parish Council on the Protos Community Forum. The current representative is Councillor Roy Greenwood.

13 DELEGATION TO COMMITTEES OR EMPLOYEES

To decide whether any of the Parish Council's work should be delegated to either a Committee or the Parish Clerk.

14 INSURANCE

A renewal quotation has been received from the Parish Council's current insurers, Zurich. The premium this year will be £353.88 which is £13.60 less than last year for the same cover. The Parish Council is recommended to accept this quotation.

15 POLICIES AND PROCEDURES

To make any necessary changes to the following policies and procedures:

- (1) Standing Orders
- (2) Financial Regulations
- (3) Complaints Procedure
- (4) Data Protection and Information Security Policy
- (5) Dignity at Work, Bullying and Harassment Policy
- (6) Discipline, Dismissal and Grievance Policy
- (7) Equality and Diversity Policy
- (8) Freedom of Information – Publication Scheme
- (9) Health & Safety Policy
- (10) Policy and procedure for handling requests for information
- (11) Risk Management Strategy
- (12) Scheme of Delegation

Please bring your copy of these documents to the meeting

16 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

17 PLANNING

18 PLAYING FIELD AND NATURE PARK

19 PROTOS COMMUNITY FORUM

20 FINANCE

21 ITEMS RAISED BY COUNCILLORS FOR INFORMATION

22 MEETINGS IN 2019-20

To confirm the dates for meetings in 2019-20 as follows:

25 June 2019

23 July 2019

27 August 2019 (if needed)

24 September 2019

22 October 2019

26 November 2019

2020

28 January 2020

25 February 2020

24 March 2020

28 April 2020 (Parish Meeting)

26 May 2020