

**GREAT BUDWORTH PARISH COUNCIL**  
**AGENDA for ANNUAL PARISH COUNCIL MEETING**

**To be held by Zoom video at 7pm on WEDNESDAY 5th MAY 2021**

To members of the Great Budworth Parish Council

1<sup>st</sup> May 2021

You are hereby summoned to attend the Annual Parish Council Meeting to be held at 7.00pm on **Wednesday 5<sup>th</sup> May 2021** by Zoom Video. Details of how to join the meeting will be distributed separately.

Members of the public and press are welcome to attend. Members of the public may make representations to the Council under item 11 according to the Council's Standing Orders. Please contact the Parish Clerk for meeting details.

*Gill Ayres*

Gill Ayres

Clerk and Responsible Financial Officer to Great Budworth Parish Council  
[greatbudworthparishclerk@gmail.com](mailto:greatbudworthparishclerk@gmail.com)

**AGENDA**

**1. ELECTION OF CHAIRMAN 2021-2022**

**2. ELECTION OF VICE CHAIRMAN 2021-2022**

**3. WELCOME & ATTENDANCE**

To welcome attendees and record attendance.

**4. APOLOGIES**

To accept apologies for absence.

**5. DECLARATIONS OF INTEREST**

**6. APPOINTMENTS**

i) To agree terms of reference (See <https://greatbudworth.com/documents/policies/>), membership, Chair and Vice-chair of

- Planning Committee
- Finance Committee
- Staffing Committee
- Risk Assessment Committee

ii) To agree appointments to Local Organisations

- Bowling Club
- Tennis Club
- Heritage Society
- Parish Hall
- Other

## 7. PORTFOLIOS

To agree Councillors who will lead on specific matters of business, attend related external meetings and report back to Council with regard to

- Manchester Airport
- HS2
- Parish Council Website
- Health & well-being
- Other

## 8. POLICIES

To review and adopt for 2021-22 the following Parish Council Policies

- Standing Orders <https://greatbudworth.com/wp-content/uploads/2019/05/13.05.19-Great-Budworth-Parish-Council-Standing-Orders.pdf>
- Financial Regulations <https://greatbudworth.com/wp-content/uploads/2021/03/04.11.19-Great-Budworth-Parish-Council-Financial-Regulations.pdf>
- Code of Conduct <https://greatbudworth.com/wp-content/uploads/2019/05/13.05.19-Great-Budworth-Parish-Council-Code-of-Conduct.pdf>

Other existing policies to be reviewed at intervals throughout the year.

## 9. ASSETS

- To receive a report on plans to update 2019 Parish Asset Report (Appendix PC 9a)
- To approve report explaining the differences between how assets are valued in the above report and Annual Governance and Accountability Return (AGAR) (Appendix PC 9b)
- To discuss insurance of Assets.

## 10. RISK ASSESSMENT

To consider and approve the revised and updated Risk Assessment (Appendix PC 10)

## 11. REPRESENTATIONS FROM THE PUBLIC

To hear representations from the public.

## 12. UPDATE FROM CWAC COUNCILLORS

## 13. FINANCIAL MATTERS

- To approve payments:

Clerk Salary & NEST pension April .....	£311.44 + £28.67
Leon Kubiak .....	£224.00 + £200.00
Clerk Expenses .....	£135.54
ChALC membership.....	£106.56
SLCC membership .....	£112.00
Internal Audit.....	£186.48

- To review and approve the budget for end of year 2020-21 (Appendix PC 13b)

- To receive and respond to Internal Audit Report (Appendix PC 13c – to follow)

- d) To approve and sign the Annual Governance and Accountability Return AGAR 20/21 Part 2 (Appendix PC 13d)
- i) Certificate of Exemption
  - ii) Annual Governance Statement (Section 1)
  - iii) Accounting Statements 2020/21 (Section 2)

Also,

- iv) Bank reconciliation (Appendix PC 13d iv)
- v) Dates of the period for exercise of public rights
- vi) Explanation of significant variances (Appendix PC 13d vi)

#### **14. MINUTES OF PREVIOUS MEETINGS**

- a) To approve the minutes of the Ordinary Parish Council Meeting held on 1st March 2021 (Appendix PC 14a)

#### **15. MATTERS ARISING FROM PREVIOUS MINUTES**

To review action points and receive updates on progress in respect of:

- a) Lower Pumphouse
- Water Quality
  - Culvert
  - Repairs to floor
- b) Pleached lime trees
- c) Trees for Climate project
- d) Cyclists on the Avenue
- e) Filming in the village
- f) HGVs in the village
- g) Parish Hall and Parish Field Agreement (Appendix 15g i and ii)

#### **16. TOP PUMPHOUSE TREES**

To receive update.

#### **17. POST COVID EVENT**

To discuss possible village event

#### **18. QUEEN'S JUBILEE 2022**

To discuss how to mark this occasion

#### **19. COMMUNITY RESILIENCE PLANNING**

To decide whether to prepare a Plan.(see email from ChALC forwarded on 26<sup>th</sup> April)