

**MOTTRAM ST. ANDREW PARISH COUNCIL**

**ANNUAL MEETING**

**MONDAY 6th MAY 2024 CHAPEL 6-30PM**

**COUNCILLORS ARE SUMMONED TO ATTEND AT THE ABOVE TIME AND PLACE TO  
CONDUCT THE BUSINESS SET OUT BELOW.**

**AGENDA**

1. To elect the Chairman and to receive the Chairman's Declaration of Acceptance of office Candidates to be confirmed.
2. To elect the Vice Chairman
3. Apologies for absence.
4. To receive any declarations of interest from Councillors  
Members are invited to declare personal and prejudicial interests in items on the agenda, which should include the nature of the interest and whether it is personal or prejudicial. To include applications for dispensation.
5. To approve the Minutes of the Meeting held on 18th March 2024
6. Matters arising
7. To approve and adopt the Standing Orders. To review and adopt the procedures for the coming year governing Council practice
8. To approve and adopt the financial regulations. To review and adopt the Council financial procedures for the coming year.
9. **Audit YE 2024.** To receive a report from the Clerk and Internal Auditor including Annual Internal Audit report, to approve the 2023/24 Annual Governance Statement and the Accounting Statements. Review and approve Analysis of Variances, Bank Reconciliation and Transparency Code Notice. To ensure the Notice period for the exercise of Public Rights is complied with and all necessary documents are correctly published on the Web Site. To consider Certification of the Parish Council as exempt from Limited Assurance review ( External Audit), to resolve to approve a Certificate of Exemption for 2023/24 and to ensure filing and advertisement on the Web Site.
10. **Appoint Internal Auditor YE 2025 :** C M Shaw esq. has indicated a willingness to continue.
11. **To review the Planning Committee Structure. :** To review and retain if considered appropriate Councils practice to reserve Planning matters to full Council.
12. **To approve and adopt the Complaints procedure :** To appoint members including the Chairman to serve on the Complaints Committee for YE 2025
13. **To review and adopt the Councils Code of Conduct** To review and retain the Code of Conduct
14. **To review and renew the Council's insurance policy** To receive a report from the Clerk to include risk assessment and to authorise renewal of the policy and a proposed 3 year agreement.
15. **To review and approve Council Freedom of information policy.**
16. **To review and adopt the Data Protection Policy /Privacy statement/website accessibility statement :** To receive a report from the Clerk.
17. **Social Media Policy :** To review and adopt the Social Media Policy and to appoint Councillors to the Social Media Committee for Y E 2025
18. **Emergency Plan update:** Cllr Lane to report on progress towards printing and posting the amended plan.
19. **Annual Parish Meeting** To consider whether to hold a meeting in 2025.
20. **To fix the dates, times and locations of ordinary meetings of the Council for the next year.**
21. **Public Participation** Item for questions and comment on agenda issues (5 minutes allocated)
22. **Finance :** To receive a report from the clerk setting out the current position, including submission of the V.A,T. reclaim. Considering and debating the proposed budget 2024/25 previously circulated, to include renewal of ChALC membership, annual review of Clerk's salary and expenses and Training budget. To agree appointment of new signatories on the Parish Council bank account.
23. **Planning :** To consider all current applications to include Parkers Garden Centre 24/1273M, St Andrews Cottage 24?1163M, %, Woodford Lane 24?1415M, Mill Lodge Appeal 23/4151M, Broomfield Appeal 23/3084M

24. **Highways** : To consider a report from Cllr Levis including 20 is plenty campaign, c/f item re junction of Wilmslow Old Rd /A538 re Highways policy change, complaint regarding speeding tractors, refurbishment of Village white lines and Boundary signs. Re- introduction of SID's by Cheshire East and Adlington Estate improvement of junction between Mill Lane and Lees Lane.
25. **Computer services review** : Cllr Levis and Clerk to report on recent hacking of our E Mail services and to consider purchase of a new lap top together with all necessary modern licences and security.
26. **Allotment** : Complaint received regarding the letting of Plot 24 to be dealt with by the full Council under the complaints procedure which has already been followed. Report to be considered from Cllr Levis and the Clerk prior to adjudication of the issues all relevant documents having been previously circulated.
27. **Community Pride Award** : To receive a report from the Clerk regarding the judging process and the arrangements for presentation of the award.
28. **United Charities** : To receive a report from Cllr Levis including introduction of new Trustees and changes to administration.
29. **Village Hall** : To receive an update from Cllr Martin on progress and developments. To agree contribution to Trustees energy overhead for P.C. meetings.
30. **Village Maintenance** : Clerk to report on progress and to agree tasks for new year to implement improvements. To debate the provision of a further Defibrillator in the Village possibly at the Chapel and to budget any costs from reserves. Update response from Government on improvement of Mobile phone coverage.
31. **D.Day 80 year Commemoration** : To receive a report from the Clerk on finalisation of arrangements.
32. **Police Report** : To note report previously circulated.
33. **Bollin Clean Up Campaign** : Clerk to report on progress including guided tour of the new Sewage treatment Plant by UU.
34. **Other Business** : Opportunity for Councillors to raise matters for inclusion on the next agenda.

Ron Taylor  
Clerk