



**CHURCH
LAWTON**
Parish Council

CHURCH LAWTON PARISH COUNCIL

29th April 2021

To: All members of Church Lawton Parish Council.

Dear Councillor,

You are summoned to the Annual Council Meeting of Church Lawton Parish Council which will take place as follows:

Wednesday, 5th May, 7:00pm, on ZOOM.

Please access using the following details:

<https://zoom.us/j/99473324737?pwd=NHIRM0RRcHdFbkZTaW5zekx6SWZwUT09> (link)

Meeting ID: 994 7332 4737

Passcode: 551492

The agenda for the meeting is set out below.

S Davies

Sue Davies (clerk)

A G E N D A

The chair of 2020/2021, Cllr Mitchell, will open the meeting and chair until completion of item 1.

1. To receive nominations and to elect a Chair of Church Lawton Parish Council for the forthcoming Civic Year.
2. To receive nominations and to elect a Vice Chair of Church Lawton Parish Council for the forthcoming year.
3. To receive apologies for absence.
4. Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

5. To receive any Declaration of Interests regarding Agenda items.
6. To approve the Minutes of the Meeting held on Wednesday 31st March 2021 (Available on the website and circulated separately.)
7. To receive and note the draft minutes of the Planning Committee held on 28th April 2021. (Available on the website and circulated separately.)
8. Planning Committee:
 - a) To agree and approve the Terms of Reference subject to any agreed changes. (Circulated separately)
 - b) To agree membership of the Planning Committee
 - c) To receive nominations for and appoint a chair for the Planning Committee.
 - d) To receive nominations for and appoint a vice-chair for the Planning Committee.
9. Staffing Committee:
 - a) To agree and approve the Terms of Reference. (circulated separately)
 - b) To agree membership of the Staffing Committee.
 - c) To receive nominations for and appoint a chair for the Staffing Committee.
 - d) To receive nominations for and appoint a vice-chair for the Staffing Committee.
10. Footpaths working party.
 - a) To resolve to agree the Terms of Reference.
 - b) To resolve to agree Council membership of the working party.
11. Community Group working party.
 - a) To resolve to agree the Terms of Reference.
 - b) To resolve to agree Council membership of the working party.
12. To agree Neighbourhood Plan Group representatives.
13. To agree members to conduct in-house audits.
14. Appointment of Members to the outside bodies, committee, and community groups:
 - a) Lawton memorial representative.
 - b) To confirm Barrows Task Group membership. (Note – the chair is M Hicks).
 - c) To confirm Police liaison representation and Speed Watch lead councillor(s).
15. To review and approve Standing Orders dated May 2021.
16. To review and approve Financial Regulations dated May 2021.
17. To consider a first draft of a management plan and approve subject to any agreed changes.
18. To approve the Council assets (asset register dated 31st March 2021)
19. To receive a report from the clerk on the Council's insurance provision and to consider quotes received for renewal.

20. To review the Council's subscriptions.
21. To resolve to approve the following services for 2021/22:
 - a) Payroll- continued use of Shire Pay Service
 - b) Internal Auditor – JDH Business Services
 - c) Website hosting and provision – Netwise
 - d) Microsoft 365 provision – Element Hosting
 - e) Accountancy Package - Scribe
22. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
23. To agree a calendar of meetings for the 2021-2022 Council year and to resolve to agree arrangements for the period whilst covid -19 restrictions ease.
24. Matters Arising from the previous meeting not covered elsewhere (updates only)
 - a) Councillor co-option progress.
 - b) Newsletter progress
 - c) Civic Service 2021.
25. To receive draft minutes of the Annual Parish Meeting held on the 28th April 2021 and to note any actions and feedback.
26. To receive matters from the Cheshire East representative present.
27. Assets:
 - a) Noticeboards: To receive an update from the Clerk and to agree any actions.
 - b) Other assets – progress with the asset check.
28. Environmental improvements:
 - a) To consider potential locations for planters and to consider costs and to agree any actions.
 - b) To discuss the bee friendly pollinator planting and agree any actions.
 - c) To discuss the Cheshire wildlife Trist Scheme and agree any actions.
29. To receive any feedback from Lawton Memorial Hall.
30. To receive a report from the PCSO and to agree any actions.
31. To receive an update on Community Speedwatch and to agree any actions.
32. Finance (Clerk)
 - a) To receive a draft end of year accounts.
 - b) To note receipts since the last meeting.
 - c) To approve the payment schedule for April 2021.
33. Training/meetings and courses: To consider any training requirements.
34. To receive matters raised by members.
35. Future Agenda Items

36. To agree Date of next meeting: **Meeting: To be agreed.**

Matters to be considered with the Press and Public Excluded:

- 37. Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.
- 38. To consider matters relating to councillor resignations.
- 39. To receive draft contract of employment for approval for the assistant clerk.