



**CHURCH
LAWTON**
Parish Council

CHURCH LAWTON PARISH COUNCIL

9th May 2024

To: All members of Church Lawton Parish Council

Dear Councillor,

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

WEDNESDAY 15th MAY 2023 at 7:00pm
LAWTON MEMORIAL HALL

The agenda for the meeting is set out below.

Sue Davies (clerk)

A G E N D A

1. Election of the Chairman of the Council for the 2024-2025 Civic Year.

To receive nominations for and to elect a chairman of the Council for the 2024-2025 civic year. For the elected chairman to sign a declaration of office.

2. Election of the Vice-Chairman of the Council for the 2024-2025 Civic Year.

To receive nominations for and to elect a vice chairman of the Council for the 2024-2025 civic year. For the elected vice-chairman to sign a declaration of office.

3. To receive apologies for absence.

4. Declarations of Interest:

To receive any disclosable pecuniary or other disclosable interests as required under Chapter 7 of the Localism Act 2011.

5. Public Speaking –

To allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

6. Approval of Minutes:

To approve the Minutes of the Council Meeting held on Monday, 15th April 2024.

- 7. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.**
- 8. Planning and Projects Committee:**
 - a. To agree and approve the Terms of Reference subject to any agreed changes.
 - 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. To agree members to do in-house audits during 2024-2025.**
- 11. To consider the continuation or otherwise of any working groups and agree membership.**
 - a. Neighbourhood Plan Group. (Reporting to Planning and Projects)
 - b. Community Liaison Group – meeting with other organisations (e.g., All Saints Church) regarding events. (Reporting to Full Council)
 - c. Footpaths working group. (Reporting to Planning and Projects)
- 12. Appointment of Members to the outside bodies, committee, and community groups:**
 - a. Lawton Memorial Hall Operating committee.
 - b. To confirm Police liaison representation and Speed Watch lead councillor(s).
 - c. SMASH/Connected Communities.
 - d. Representation on Alsager Town Council’s task group relating to car park charges.
- 13. To review and approve Standing Orders dated May 2024.**
- 14. To review and approve Financial Regulations dated May 2024.**

Note To approve only until the NALC new template can be considered and a revised set of regulations brought back to Council.
- 15. To review and approve the Council’s Policy for dealing with the press and media.**
- 16. Insurance Provision:**

To receive a report from the clerk on the Council’s insurance provision and to consider and approve quotes received for renewal.
- 17. To review and approve the Council’s subscriptions:**
 - a. ChALC due April 1st. 2023.

- b. SLCC – contribution to the Clerk’s subscription (shared with Prestbury PC)
- c. CVS Subscription – paid for 2023-2024
- d. ICO – compulsory.

18. To resolve to approve the following services for 2024/2025:

- a. Payroll- continued use of Shire Pay Service
- b. Internal Auditor – JDH Business Services
- c. Website hosting and provision – NetWise (to review options prior to renewal).
- d. Microsoft 365 provision – Recoded Solutions.
- e. Accountancy Package – Scribe
- f. Mapping Software – Parish Online

19. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

20. To agree a calendar of meetings for the 2024-2025 Council year.

21. To receive matters from the Cheshire East representative present. ²

22. Finance (Clerk)

- a. To receive the draft 31st March 2024 end of year accounts and to note any significant budget variances.
- b. To receive a 31st March 2024 reserves report.
- c. To approve payments to be made (including some retrospective payments).
- d. To note receipts to date in the current financial year.
- e. To note payments to date in the current financial year.
- f. To receive bank reconciliations and statements dated 30th April 2024.
- g. To review earmarked reserves and to and agree any recommendations from the RFO.

23. Banking Arrangements for 2024-2025

To consider and agree banking arrangements for 2024-2025 – to agree full signatories and online signatories for the Unity Trust accounts.

24. Audit 2023-2024

- a. To receive updates from the Clerk on the Internal Audit Arrangements
- b. To receive updates from the Clerk on the timetable on External Audit Arrangements.

25. Planning Matters: To consider and agree responses to the following applications:

24/1312C Alsager Court Care Centre, Sandbach Road North, Church, Stoke on Trent, ST7 3RG
 Advertisement Consent for signage design proposals for the new care home building.
 Comments deadline – 10th May 2024 – extension requested.

26. Cheshire East consultations, to agree a Council response:

[Consultations in Cheshire East](#)

- a. Air Quality Strategy
 - b. Carbon neutrality Action Plan
 - c. Statement of Licencing
 - d. Household Waste Recycling Centre
 - e. New Local Plan Issues Paper
 - f. Review of Supported Local Bus Services Consultation.
- 27. To receive any items or correspondence or other matters from the Clerk and Deputy Clerk.¹**
- 28. To receive any other reports from the chair including an update on the Annual Parish Meeting and any actions arising from the meeting.**
- 29. To receive any reports or items from Members.¹**
- 30. Training/meetings and courses:**
- a. To consider any training requirements.
 - b. To note training attended.
- 31. Future Agenda Items**
- 32. To agree Date of next meeting: To be agreed**

¹ Please note that items raised not on the agenda as a specific item cannot be debated other than brief comment nor have any decisions made. These items are information only.