



Penketh Parish Council

Annual Parish Council Meeting APCM

Agenda

Meeting to be held at 7pm on Wednesday 19th May 2021

At Penketh Community Centre

PART 1

1. Opening

1.1 Code of Conduct – Declaration of Interests

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.

1.2 Localism Act 2011 – Dispensations

Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

2. To receive member's apologies for unavoidable absence

3. [i] To Elect a Chairman for 2021/2022

[The Chairman cannot Chair or Vice Chair any Sub Committees to ensure democratic scrutiny of decisions brought to the full Parish Council and to maintain effective governance.]

[ii] Declaration of acceptance of office

4. [i] To Elect a Deputy Chairman for 2021/2022

[ii] Declaration of acceptance of office

5. Declarations of Acceptance of Office and Register of Interests

6. To form a review Panel as per Auditor's instructions

7. To appoint members to the Finance Sub Committee

8. To appoint members to the Business Management [KLS] Sub Committee

9. To appoint members to the Planning & Development Sub Committee

10. To appoint members to the Risk Assessment Sub Committee

11. To appoint members to the Staffing Sub Committee

12. To appoint members to the People & Scrutiny Sub Committee

- 13. To appoint members to the Community & Wellbeing Sub Committee**
- 14. To appoint members to the Communication & Marketing Sub Committee**
- 15. Special Projects – working groups**
- 16. To approve the Minutes of the previous Meeting**
- 17. Matters Arising** (from the April minutes)
- 18. Training**
- 19. Standing orders**
- 20. Financial regulations**
- 21. To receive a Police Report**
- 22. To receive a Borough Council report**
- 23. To receive a Clerk report**
- 24. Day and dates of meetings**
- 25. Planning applications**
- 26. Business Management Meetings**
- 27. Penketh Pool & Community Centre**
 - [i] repairs & maintenance**
 - {ii} staff**
- 28. Finance**
 - [i] Applications for Financial Assistance**
 - [ii] To approve accounts for payment for May 2021**
- 29. End of Year Accounts [Governance Statement of Accounts] 2020/2021**
- 30. End of Year Accounts [Statement of Accounts] 2020/2021**
- 31. Asset Register**
- 32. Chairman's Allowance**
- 33. External Audit**
- 34. Internal Audit**
- 35. Documentation Review**
- 36. Correspondence**
- 37. Parish Surgeries**

38. Individual Councillor Issues

39. To confirm Date & Venue of next meeting

This meeting will be closed and opened to the public.

Meeting opens to the Public

PART 2

Advertisement of Permanent Clerk Vacancy

In line with the Openness of Local Government Bodies Regulations 2014 Part 1 of this meeting may be recorded.

Tina Rogers-Smith
Acting Clerk & RFO to Penketh Parish Council