



Atcham Parish Council



To members of Atcham Parish Council:

You are summoned to the annual meeting of Atcham Parish Council to be held on Wednesday 8th May 2024 at 8pm at The Malthouse, Atcham.

Alison Utting, Parish Clerk 01/05/2024

There will be no public session or reports as the Annual Community Meeting will be held immediately prior to this meeting.

Members of the public are welcome to stay and observe the Parish Council meeting but may only speak by direct invitation from the Chairman.

AGENDA

24/037 ELECTION OF CHAIR

24/038 ELECTION OF VICE-CHAIR

24/039 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

24/040 DECLARATIONS OF INTEREST – Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. *(Members are reminded that they are required to leave the meeting during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is recorded in the register of members' interests maintained by the Monitoring Officer)*

24/041 MINUTES – To approve the minutes of the parish council meeting held on 13th March 2024.

24/042 ELECTION OF OFFICERS, COMMITTEES AND REPRESENTATIVES

- a) Staffing Committee (3 councillors)
- b) SALC representative
- c) Village Hall representative
- d) Internal checker (finance)

24/043 PROGRESS REPORT – To receive updates on current matters. To include: Mytton & Mermaid extra car park, Memorial Hall Wi-Fi, replacement

benches, replacement notice/interpretation board, road repairs and white line replacement.

24/044 PARKING PROPOSALS – To review the results of the TRO questionnaire and decide next steps.

24/045 PLANNING

- a) To consider any **planning applications** received in advance of this meeting.
- b) To note the following **planning decisions** published by Shropshire Council:

24/00969/FUL 'Homeview', Thieves Lane SY5 6HX

Proposal: Single storey extension

Decision: Grant Permission

24/00781/FUL 11 The Glebe SY5 6QL

Proposal: Erection of extensions and front porch

Decision: Grant Permission

- c) To note any further **planning decisions** published in advance of this meeting.

24/046 FINANCE

- a) To approve **payments** and note **receipts**.
- b) To approve the **accounts** and **bank reconciliation** to date.
- c) To appoint additional **banking signatory/signatories**.
- d) To accept the **Environmental Maintenance Grant report 2023-24**.

24/047 LEGAL MATTERS

- a) To approve the updated **Asset Register**.
- b) To note that the 3-year **insurance** agreement with BHIB continues (yr 2 of 3), although the company is now called Clear.
- c) To adopt the new **Data Protection Policy**.
- d) To **review all existing policies** as follows: Standing Orders; Financial Regulations; Staffing Committee TOR; Complaints Procedure; Co-option Policy; Gifts & Hospitality Policy; Social Media & Digital Communication Policy; Freedom of Information Policy. (All policies available to view on APC website)

24/048 AUDIT

Annual Governance and Accountability Return (AGAR) 2023-24.

To consider and approve:

- (1) Internal Auditor's report
- (2) External audit exemption certification
- (3) Section 1 - Annual Governance Statement
- (4) Section 2 - Accounting Statements
- (5) Electors' Rights – RFO to confirm intention to display notice and dates

24/049 PARISH MATTERS – To report any routine matters or suggest items for inclusion on future agenda.

24/050 CORRESPONDENCE – To note and consider responses (see separate report).

24/051 MEETING DATES – To agree meeting dates for 2024-25.

Alison Utting – Atcham Parish Council
1 Cherry Drive, Ellesmere SY12 9PF
atchampc@gmail.com 01691 622093