

WALTON PARISH COUNCIL

Clerk: Allan Dawes
Hillcrest
Cannon Field
Roadhead
Carlisle
CA6 6NB
Tel: 016977 48788
Email: allandawes192@btinternet.com

26/4/2021

Dear Councillor,
You are summoned to attend a Virtual **ANNUAL** Meeting of the **WALTON PARISH COUNCIL** which will be held on **TUESDAY, 2nd JUNE, 2021** immediately following the **ANNUAL PARISH MEETING**.

The meeting is accessible logging on to ZOOM using Meeting ID 842 5636 0587 with the passcode 033800.

Allan Dawes

AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **CO-OPTION INTO COUNCIL VACANCY** - To receive and consider nominations for the vacancy.
5. **CONFIRMATION OF APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER** – To formally agree the appointment of the Clerk and confirm hours of work and salary scale point.
6. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
7. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
8. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

9. **MINUTES**
 - 9.1 **MINUTES OF THE MEETING HELD ON 3RD MARCH 2021** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 3rd March 2021.
10. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on the following outside bodies and agree any additional bodies: -
 - Walton Village Hall Management Committee
 - Carlisle Parish Councils Association

- Brampton and Beyond Community Trust

11. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. [Available on the Web-site]

12. **SUBSCRIPTIONS** – To review the Parish council's subscriptions -
 - 12.1 **CALC** – To consider an invitation to renew the CALC annual subscription for 2021/22, £127.34
 - 12.2 **SLCC – (Society of Local Council Clerks)** to consider application for membership 2021/2022 £85

13. **POLICY REVIEW** – To review and/or adopt the following core policies available on the Web-site
 - 13.1 **COMPLAINTS PROCEDURE**
 - 13.2 **PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**
 - 13.3 **MEDIA AND PRESS POLICY**
 - 13.4 **HEALTH AND SAFETY POLICY**
 - 13.5 **EQUALITY AND DIVERSITY POLICY**
 - 13.6 **EQUAL OPPORTUNITIES POLICY**
 - 13.7 **DOCUMENT RETENTION POLICY**
 - 13.8 **FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**
 - 13.9 **FILMING POLICY**

14. **MEETING CALENDAR** – To consider and agree dates of future meetings.

6th July 2021
7th September 2021
2nd November 2021
4th January 2022
1st March 2022
3rd May 2022

15. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)
 - 15.1 **REPORTS** – To receive reports, if applicable, from City and County Councillors.

16. **REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.

17. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered

18. **FINANCIAL MATTERS**
 - 18.1 **INTERNAL AUDITOR** – To ratify the appointment of the internal auditor **Georgina Airey**.
 - 18.2 **EXPENDITURE TO APPROVE** –

Amount	Payee	Cheque Number	Details
£36.40	HMRC	102	Income tax payment
£16.80	Cumbria Payroll Services	103	Payroll Services
£146.30	A Dawes	104	Clerk wages
£80.87	A Dawes	105	Clerk expenses including Assets
£50.00	J Airey	106	Internal Audit Fee
£127.34	CALC	107	2021/2022 Subscriptions
£85.00	SLCC	108	2021/2022 Subscriptions

18.3 S137 SPENDING – To note that there was no spending in the financial year to 31st March 2021 under s137.

18.4 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021 AND EXEMPTION CERTIFICATE–

18.4.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2021.

18.4.2 To consider the approval of the Statement of Accounts for year ending 31st March 2021.

18.4.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

18.4.4 To agree that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

18.5 CHEQUE SIGNATORIES – To agree and amend, if required, cheque signatories for the council's bank accounts. (Bank mandate will be updated if any amendments are required).

18.6 ASSETS – To review and update, if required, the assets register.

19. PLAY AREA INSPECTION - Update

20. VILLAGE GREEN AND COMMON LAND

20.1 VILLAGE GREEN - To receive an update regarding issues on the village green.

20.2 TREES – Update on progress regarding Maintenance of Trees.

**21. TRAINING: - COUNCELLORS: -
CLERK: –**

See attached details

22. CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK - To note items of correspondence received since the last meeting and take actions as appropriate. Items attached.

23. NEWSLETTER AND PARISH PLAN UPDATES: -

23.1 NEWSLETTER: - Production responsibility, timing and Budget.

23.2 PARISH PLAN UPDATE: - Production responsibility, timing and Budget.

24. AGENDA ITEMS FOR NEXT MEETING - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 22nd June 2021

25. DATE OF NEXT MEETING – July 6TH 2021 Reading Room, Walton, 7.30pm.