



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To:- Members of the Parish Council & Ladies and Gentlemen

You are summoned to the Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 17th June 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

If you have any general enquiries regarding the above meeting, please contact Mrs. J Monks, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'James Monks', with a horizontal line extending from the end.

Mrs. J Monks, Clerk to Appleton Parish Council, date of issue 11th June 2025.

Agenda

Part One – This part of the meeting was open to the press and members of the public

1. Election of Chair

To appoint a Chair for Appleton Parish Council.

2. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

3. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the

responsibility of the Member based on the circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

4. Public Participation

In accordance with the Standing Orders; the meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last for more than 3 minutes. No elector will be allowed to speak more than once on any one subject except by invitation by the chairman.

5. Minutes of last Parish Council meeting

To approve the minutes of the Parish Council's Annual Meeting on Tuesday 20th May 2025 and the Parish Council's monthly meeting on Tuesday 20th May 2025.

6. Minutes of Finance and General Purposes committee meeting on Thursday 1st May 2025

To approve the minutes of the Finance and General Purposes Committee meeting on Thursday 1st May 2025 following amendments.

7. Minutes of Finance and General Purposes committee meeting on Thursday 5th June 2025 and to consider approving the recommendations

To approve the minutes of the Finance and General Purposes committee meeting on Thursday 5th June 2025.

To approve the following recommendations further to the Finance and General Purposes Committee on Thursday 5th June 2025;

- (a) Terms of Reference for the Finance and General Purposes Committee were approved by the Parish Council
- (b) Ranger risk assessment was to be approved by the Parish Council.
- (c) Financial Regulations were to be approved by the Parish Council.
- (d) The Health & Safety Policy was to be approved by the Parish Council.
- (e) The Lone Working policy was to be approved by the Parish Council.
- (f) The diversity policy was to be approved by the Parish Council.
- (g) The data protection policy, documentation and data schedule was to be approved by the Parish Council.
- (h) The Publication scheme was approved by the Parish Council.
- (i) The complaint procedure was approved by the Parish Council.

- (j) The Social Media policy was approved by the Parish Council.

8. Planning

- (a) To confirm the terms of reference for the Planning Committee
- (b) To approve the Planning Committee meeting minutes on Tuesday 20th May 2025 and Thursday 5th June 2025.

9. Accounts for 2025/2026 and Payments Schedules

To note the bank reconciliation at the 31st May 2025, to confirm the May statement of receipts and payments for the financial year 2025/2026 and to approve payment schedule for June 2025.

10. Training courses

To discuss and to approve attendance and expenditure for the following;

- (a) For the assistant clerk, Mrs. K Pepper, to attend the free carbon literacy training free training course from Warrington Borough Council.
- (b) For the assistant clerk, Mrs. K Pepper, to take the Financial Introduction to Local Council Administration (FILCA) online course from the Society of Local Council Clerks at the cost of £120 plus VAT.
- (c) For the assistant clerk, Mrs K Pepper to take the Principles of Internal Auditing Local Councils (PIALC) online course from the Society of Local Council Clerks at the cost of £120 plus VAT.
- (d) For the assistant clerk, Mrs K Pepper to take the Fire Safety Training and Fire Marshall training online at the cost of up to £40 plus VAT.

11. Civility and Respect Pledge

To consider adopting the Civility and Respect Pledge as recommended by Cheshire Association of Local Councils.

12. Recording meetings

To consider installing audio an visual recordings of all meetings as recommended by Cheshire Association of Local Councils and to approve any action and expenditure.

13. Events working party

To consider if more members would be willing to be members of the Events Working party and to book a meeting to discuss events for the coming year.

14. Van insurance

To approve expenditure of up to £1,000 for van insurance.

15. PCSO / Police report

To receive an update and report from the local PCSO.

16. Parish Councillor reports and feedback from other meetings

Any Parish Councillor can provide a brief report to the Parish Council. This agenda item is a trial only with a time limit of ten minutes maximum for the whole agenda item. Decisions cannot be made under this agenda item, and it is for the purposes of updates only.

17. Dates and time of next meetings

Thursday 3rd July 2025, 9.15am Planning Committee meeting.

Thursday 3rd July 2025, 9.45am Finance and General Purposes Committee meeting.

Tuesday 15th July 2025, 6.30pm Planning Committee meeting.

Tuesday 15th July 2025, 7pm Parish Council meeting.

Part Two – This contains confidential information and only Parish Councillors the clerk and assistant clerk were present

**18. Annual Governance and Accountability Return 2024/2025 – Section One
Annual Governance Statement**

To discuss and approve the Annual Governance Statement following the recommendations of the Finance and General Purposes Committee on 1st May 2025.

**19. Annual Governance and Accountability Return 2024/2025 Section Two –
Accounting Statements and variation explanations**

To discuss and approve the Accounting Statements and variance explanations following the recommendations of the Finance and General Purposes Committee on 1st May 2025.

20. Staffing issues

To report back on the Employment Group meeting held on 6th June and to approve any action and expenditure.