



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Dear Councillor

You are summoned to attend the Annual Meeting of the Parish Council which will be held on Tuesday 19 May 2026 at 6:30 pm in Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ for the purposes of transacting the business set out in the agenda below.

Please advise as soon as possible if you are unable to attend.

Signed: **K Newton**

Clerk to the Parish Council
19th May 2026

If any member of the public wishes to attend the meeting, please contact the clerk before the meeting.

AGENDA

1. Election of Chair of the Council for 2026–2027

To elect the Chair of the Parish Council.

2. Chair to Sign Declaration of Acceptance of Office

The newly elected Chair to formally accept the position

3. Election of Vice-Chair of the Council for 2026–2027

To elect the Vice-Chair of the Parish Council.

4. Review and Update of Register of Members' Interests

Councillors to review and confirm any amendments to their Register of Interests forms

5. Apologies

To receive and approve apologies for absence.

6. Declarations of Interest and Dispensations

To receive declarations of interest and consider any requests for dispensations related to items on the agenda.

7. Approval of Minutes of the Previous Annual Parish Council Meeting

To approve the minutes from the Annual Parish Council Meeting Tuesday 20th May 2025

8. Public Participation

Members of the public may make representations, ask questions, or give evidence on agenda items during the public participation period. This period is limited to three minutes unless the Chairman directs otherwise. Questions do not require an immediate response and must not initiate debate. All comments must be addressed to the Chairman, who will control the order of speaking.

9. Appointment of Committees and Working Groups

To appoint members to the Council's standing committees and any working groups, to appoint Chairs (and Vice-Chairs where applicable) of each committee, and **to review, accept and adopt** the Terms of Reference for the following:

- Planning Committee
- Employment Committee
- Finance and General Purposes Committee
- Environmental Committee
- Events Working Group
- Parish Hall Working Group

10. Appointment of Representatives to Outside Bodies and Forums

To appoint councillor representatives (and where appropriate, named volunteers) to the following outside bodies, forums, and liaison groups for the forthcoming civic year:

- Warrington Public Rights of Way Forum
- Parish Path Warden
- Police and Crime Commissioner Surgery Meetings
- Bridgewater Canal Users Group
- Manchester Airport Liaison Group
- Pewter spear Green Trust
- Southeast Warrington Urban Extension (SEWUE) Liaison

11. Review of Insurance Arrangements

To confirm the adequacy of the Council's insurance cover.

12. Review of Meeting Schedule for 2026–2027

To approve the calendar of Council meetings for the year ahead.

13. General Power of Competence

To consider whether the Council meets the criteria to adopt the General Power of Competence under the Localism Act 2011, namely that at the time of resolution:

- The number of councillors elected at the last ordinary election equals or exceeds two-thirds of the total membership of the Council; and
- The Clerk to the Council holds the appropriate sector-specific qualification.

If the Council is satisfied that it meets the eligibility criteria, **to resolve** that it **adopts** the General Power of Competence with immediate effect.

14. Date and Time of Next Meeting

To confirm the date of the next ordinary Parish Council meeting will commence at **7PM**
Tuesday 19th May 2026