

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Office Hours
Monday-
Friday
9.00 to 12.30

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TOWN HALL
CHAPEL-EN-LE-FRITH
HIGH PEAK
DERBYSHIRE
SK23 0HP

12 May 2021

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of the Parish Council to be held on Tuesday 18 May 2021 at 7.30pm in the Annexe of the Town Hall, Chapel-en-le-Frith.

After prayers have been said and Apologies for absence have been given, the business to be transacted as per Standing Order 3. (x) will be as follows: -

1. Election of Chairman
2. Appointment of Vice Chairman
3. New Members Declarations of Acceptance
4. Declaration of Interests
5. Dispensations
6. Variation of Business
7. Dates, place and times of meetings of the Council
 - a. Ordinary meetings – 1st Tuesday in every month
 - b. Place of meetings
 - c. Annual Meeting – Tuesday 3rd May 2022
 - d. Annual Parish Meeting – Wednesday 20th April 2022
8. Membership of existing committees (Appendix A)
9. Appointment of Representatives to serve on Outside Bodies (Appendix A)
10. Police Matters
11. To agree the Councils Standing Orders
12. To agree the Councils Financial Regulations
13. To agree the following Policies and Procedures:
 - Code of Conduct
 - Staff Disciplinary Policy
 - Staff Grievance Policy
 - Staff Compassionate Leave Policy
 - Policy and Procedure Handbook
 - Complaints Procedure
 - Data Protection Policy
 - Data Retention Policy
 - Co-option Policy
 - Health and Safety Policy

- Equality and Diversity Policy
- Safeguarding Adults and Children Policy

14. To agree Committee Terms of Reference

- Planning Committee
- Amenities Committee
- Town Hall Committee
- F & GP Committee
- Communications Committee
- Regeneration Committee (Draft)
- Personnel Committee (Draft)

15. Review of land and assets

16. Review of the Councils expenditure incurred under s137 or the general power of competence

17. To agree Councillors Allowances

18. Insurance Arrangements

19. Police Matters

20. Open Forum – Public Participation

21. To receive the Minutes of the Ordinary Meeting held on 6 April 2021

22. To receive the Minutes of the Planning Meeting held on 13 April and 11 May 2021

23. To receive the Minutes of the Amenities Committee held on 13 and 30 April 2021

24. To note the minutes of the Footpaths and Trails Working Group held on 16 March 2021

25. To consider any matters arising from the above Minutes

26. Town Hall losses

27. Co-option onto the Council

- Chapel East Ward – one vacancy
- Dove Holes and Martinside – two vacancies

28. To confirm new Councillor Training

29. 2020/21 Annual Report

30. To receive the Annual Internal Audit report

31. Annual Return for the year ended 31 March 2021
Annual Governance Statement (Section 1)

32. Annual Return for the year ended 31 March 2021
Accounting Statements (Section 2)

33. To agree the reprinting of 10,000 walk leaflets at a cost of 1,394.00 ex VAT.

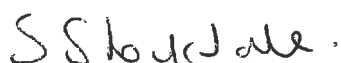
34. Schedule of Accounts presented for payment

35. Lease Sparrowpit Play Area

36. Motion from Councillor Gourlay - This council notes the campaign letter of Alistair Beswick and resolves to open a waiting list for the Leys allotments, and through the Amenities Committee to clear a section of the Leys ready for the first allotment-holders to take possession this Autumn.

37. Motion from Councillor Gourlay - "This council notes the campaign letter of Michael Barton and resolves:
1. through the Amenities Committee, to add additional planting areas to attract insects and birds, both in the council's parks and also by working with other land-owners;
 2. through the Regeneration Committee, to produce a costed improvement plan for the Market Place, ready for January 2022 budget meetings."
38. Motion from Councillor Gourlay - "In place of ratifying the minutes and decisions of committee meetings during the full council meeting, all councillors should instead be sent agendas and minutes for every committee of the council."
39. Motion from Councillor Adshead – " Can a final decision be made about how the Parish Council wishes to proceed with the South Head Drive Play Area".
40. Correspondence
- i. Defibrillator sponsorship request
 - ii. Sunday School Lane
41. Any Other Business (For discussion only)
- To measure the council's opinion on two 10-minute parking spots outside the Co-op.
42. Press Releases
43. To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960.
- Correspondence from Richard Buxton Solicitors

Yours sincerely,



Mrs SE Stockdale
Clerk to the Council