

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

10 May 2023

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of the Parish Council to be held on Tuesday 16 May 2023 at 7pm 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. Declaration of Interests
4. Dispensations
5. Variation of Business
6. Dates, place and times of meetings of the Council
 - a. Ordinary meetings – 1st Tuesday in every month
 - b. Place of meetings – To be confirmed
 - c. Annual Meeting – Tuesday 7th May 2024
 - d. Annual Parish Meeting – Wednesday 17th April 2024
7. Membership of existing committees and working groups
 - Planning Committee
 - Amenities Committee
 - Finance and Town Hall Committee
 - Communications Committee
 - Regeneration Committee
 - Personnel Committee
 - Police liaison working group – Memorial Park
 - Footpaths Working Group
 - Remembrance Sunday Working Group
8. Appointment of Representatives to serve on Outside Bodies
 - Chapel-en-le-Frith United Charities – One vacancy for 3 year term
 - Victor Burdekin Trust
 - G & S Beresford Trust
 - Chapel Leisure Centre Joint User group

9. Parish member Appointments to the National Park Authority - 2023

10. Police Matters

11. To agree the Councils Standing Orders (updated Procurement Thresholds)

12. To agree the Councils Financial Regulations (updated Procurement Thresholds)

13. To review the following Policies and Procedures:

Code of Conduct (updated)
Freedom of Information Policy and Publication Scheme
Complaints Procedure
CCTV Policy
Compassionate Leave Policy
Co-option Policy (Updated)
Data Protection Policy
Data Retention Policy (Updated)
Dispensations Request Form
Equality and Diversity Policy
Health and Safety Policy
Privacy Notice
Procurement Policy
Pension Fund Discretions Policy
Social Media Guidance
Safeguarding Policy
Staff Disciplinary Policy
Staff Grievance Policy
Training and Development Policy

14. To agree Committee Terms of Reference (These can be amended during the year)

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

15. Review of land and assets

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

17. To review the Councils Insurance Arrangements

18. Neighbourhood Plan review and update

19. To note that the Council no longer holds the General Power of Competence

20. Police Matters

- Anti-Social behaviour in Dove Holes

21. Open Forum – Public Participation

22. To receive the Minutes of the Ordinary Meeting held on 4 April 2023

23. To note the Footpaths and Trails Working Group minutes date 6 April 2023

24. To consider any matters arising from the above Minutes

25. To advertise to fill vacancies on the Council by co-option in line with the approved Co-option Policy

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

26. Update on the South Head Drive Play Area

27. Update on 9 High Street, Chapel-en-le-Frith

28. Update on the current position of S106 money and Awards for All funded projects for Chapel-en-le-Frith Memorial Park

29. Update from Councillors Adshead and Beswick on the re-opening of the Leys Allotment site

30. To agree how to progress the proposed CCTV in Chapel Memorial Park

31. To agree the High Peak Borough Council Playground Service Level Agreement for 2023-24

32. Update from Waterplus on the disputed water bill

33. Motion from Councillor Chantler: New Council, new atmosphere and new approach. I wish to have a discussions at the first full council meeting covering the way that the council do business, including treatment of council staff council and staff with councillors. A discussion on the skill base and interests that councillors have. The number of sub groups and council meetings
New ways of working in particular focussing on seeking out and obtaining grant funding linked to the aims and aspirations of the council.

34. Motion from Councillor Chantler: In the absence of a caretaker/cleaner due to long term illness, authorisation is sought for funding as required to cover the absence.

35. Motion from Councillor Chantler: To reaffirm and clarify that all instructions to staff in relation to work output and decisions made by the Council must be actioned through the line management process and not outside this. To avoid a breakdown in communications/ambiguity on priorities. In addition to holding all members of staff to account through the supervision process.

36. Motion from Councillor Beswick: 'To discuss the standing orders, the current working practices of Chapel Parish Council and the shortcomings and failures in timely decision making, and to propose solutions that can be discussed, refined, and tables to be ratified at a further meeting'

37. Motion from Councillor Beswick: That the Royal British Legion be allowed to sell poppies from under the Town Hall Annexe on weekdays leading up to Remembrance Sunday.

38. Annual Return for the year ended 31 March 2023
Annual Governance Statement (Section 1)

39. Annual Return for the year ended 31 March 2023
Accounting Statements (Section 2)

40. Schedule of Accounts presented for payment

- To agree to remove signatories from the Councils Bank Mandate for those Councillors who are no longer serving on the Council
- To agree two new signatories for the Councils Bank Mandate

41. Correspondence

- Letter from Friends of Chapel Station
- Letter from D Phillips
- Letter from PKF Littlejohn External Auditors
- Unison Notice of an official industrial action ballot

42. Any Other Business (For discussion only)

43. Press Releases

44. To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960.

- Correspondence from Rradar Solicitors

Yours sincerely,

Mrs SE Stockdale
Clerk to the Council