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**Moston Parish Council**

Email: [clerk@mostonparishcouncil.org](mailto:clerk@mostonparishcouncil.org) 3rd May 2023

Website: [www.mostonparishcouncil.org](http://www.mostonparishcouncil.org)

**To the Members of Moston Parish Council**

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the Moston Parish Council to be held on **Wednesday, 10th May 2023 at 7.30 pm at St. Peter’s Church Hall, Elworth, Sandbach, CW11 3HU** when the undermentioned business is to be transacted.

Yours faithfully

M Clough

Mrs M Clough

Parish Clerk and Responsible Financial Officer

**AGENDA**

1. **APPOINTMENT OF CHAIR**

To appoint the Chair of Moston Parish Council Business for the 2023/2024 Municipal Year

1. **APPOINTMENT OF DEPUTY CHAIR**

To appoint the Deputy Chair of Moston Parish Council Business for the 2023/2024 Municipal Year

1. **ELECTION OF COUNCILLORS**

To note the appointment of Councillors to Moston Parish Council

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence from Members of the Parish Council

1. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members of the Parish Council

1. **MINUTES**

### The Minutes of the proceedings of the Meeting of the Parish Council held on 12th April 2023 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

1. **PUBLIC FORUM**

To receive any questions from Members of the Public.

1. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23**
2. **Section 1 – Annual Governance Statement**

The enclosed completed Annual Governance Statement (page 5 of 6) to be approved by the Parish Council and signed by the Chair and Clerk.

1. **Section 2 – Accounting Statements**

The enclosed completed Accounting Statements (page 6 of 6) to be approved by the Parish Council and signed by the Chair and Clerk

### INTERNAL AUDITOR REPORT

To receive the Internal Auditor Report for 2022-2023 and note the recommendations made therein. Report enclosed.

### FINANCES AND BUDGET 2023-2024

1. To note that the at the 30th April 2023, the budget expenditure for 2023-2024 was as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Head** | **Total** | **BUDGET ALLOCATED** | **DIFFERENCE** |
| Salary | £261.30 | £3,300.00 | 7.92% |
| General Admin | £0.00 | £500.00 | 0.00% |
| Website/ICT Costs | £396.00 | £500.00 | 79.20% |
| Insurance | £215.32 | £400.00 | 53.83% |
| Payroll Costs | £0.00 | £300.00 | 0.00% |
| Audit Fees (internal) | £128.10 | £500.00 | 25.62% |
| Subscriptions | £236.06 | £320.00 | 73.77% |
| Meeting Room Hire | £0.00 | £150.00 | 0.00% |
| Training | £0.00 | £200.00 | 0.00% |
| Parish Improvements/Events | £0.00 | £800.00 | 0.00% |
| Chair's Fund | £0.00 | £30.00 | 0.00% |
|  | £1,236.78 | £7,000.00 |  |

1. To note the bank reconciliation at 30th April 2023 was as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Reconciliation 30 April 2023** |  |  |  |
| **MOSTON PARISH COUNCIL** |  |  |  |
| **Financial year ending 31 March 2024** |  |  |  |
|  |  |  |  |
| Prepared by: Muna Clough, Parish Clerk & RFO |  |  |  |
|  |  |  |  |
| Balance per bank statements as at 30 April 2023 |  |  | £ |
| Current Account (07572433) | £19,914.18 |  |  |
| Reserve Account (including interest) | 5042.08 |  | £24,956.26 |
|  |  |  | £24,956.26 |
| Less: any unpresented cheques |  |  | £0.00 |
|  |  |  |  |
| Add: any unbanked cash | None |  |  |
|  |  |  | **£24,956.26** |
| **Net bank balances as at 30 April 2023** |  |  |  |
| **The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows** |  |  |  |
| **CASH BOOK** |  |  |  |
| Main and Reserve @ 01.04.2023 |  |  | 22693.04 |
| Add: Receipts in the year | £3,500.00 |  | £26,193.04 |
| Less: Payments in the year | £1,236.78 |  | £24,956.26 |
| **Closing balance per cash book [receipts and payments book] must equal net bank balances above** |  |  | **£24,956.26** |

### PLANNING APPLICATIONS

The Parish Council to consider an update from Councillor Nixon on the following:-

1. **New Planning Applications**
2. **Ongoing Planning Applications**
3. **CALENDAR OF MEETINGS**

To review the previously agreed calendar of meetings, and to consider the frequency of meetings of the Parish Council to bi-monthly (one meeting every two months):-

Wednesday, 7th June 2023

Wednesday, 2nd August 2023

Wednesday, 4th October 2023

Wednesday, 6th December 2023

Wednesday, 7th February 2024

Wednesday, 10th April 2024

1. **CHAIR’S REPORT**

The Chair to report on any matters pertinent to the Parish.

1. **REPORT FROM CHESHIRE EAST COUNCILLOR**

The Cheshire East Councillor to report on any matters affecting the Parish.

1. **DATE OF NEXT MEETING**

To confirm the date of the next meeting on Wednesday, 7th June 2023 at 7.30 pm at St. Peter’s Church Hall, Elworth, Sandbach, CW11 3HU