

# MALPAS PARISH COUNCIL

THE MEETING OF MALPAS PARISH COUNCIL WILL BE HELD ON  
THURSDAY 30<sup>TH</sup> MAY 2024

IN MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM

NO	AGENDA	Presented By															
1.	ELECTION OF CHAIRMAN FOR 2024 – 2025 To receive the Chairman's Declaration of Acceptance of Office	Clerk															
2.	APOLOGIES	Stg Item															
3.	DECLARATIONS OF INTEREST Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest	Stg Item															
4.	ELECTION OF VICE CHAIRMAN FOR 2024 – 2025 To receive the Vice Chairman's Declaration of Acceptance of Office	Stg Item															
5.	APPROVAL OF THE MINUTES To approve the minutes of the meeting held on 25 <sup>th</sup> April 2024 and the extraordinary meeting held on 20 <sup>th</sup> May 2024	Stg Item															
6.	CHAIRMAN'S REPORT To approve the Chairmans report	MW															
7.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Stg Item															
8.	CASUAL VACANCY To receive update	Stg Item															
9.	POLICE REPORT To receive update	Stg Item															
10.	INTERNAL PROCEEDURES To consider review of council policies and agree action	Stg Item															
11.	COUNCIL REGULATIONS (the documents are on the Council website) 11.1 To agree adoption of the Financial Regulations 11.2 To agree adoption of the Standing Orders 11.3 To agree adoption of Code of Conduct 11.4 To confirm the appointment of the Responsible Financial Officer 11.5 To confirm the appointment of Bank Signatories 11.6 To approve the Financial Risk Assessment	Stg Item															
12.	ACCOUNTS 12.1 <u>Online Banking:-</u> To consider and agree to set up online banking access 12.2 <u>Insurance:-</u> To receive quote for annual insurance cover and to agree action 12.3 <u>CHALC:-</u> To consider and agree whether to renew the CHALC subscription 12.4 <u>Payments:-</u> To approve the following payments and any other payments that are due:-	Stg Item															
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R Shackleton</td> <td>Running Costs</td> <td>TBC</td> </tr> <tr> <td>HMRC</td> <td>PAYE / National Insurance</td> <td>TBC</td> </tr> <tr> <td>Victoria Jubilee Hall</td> <td>Room hire</td> <td>TBC</td> </tr> <tr> <td>Malpas Community Church</td> <td>Room hire</td> <td>TBC</td> </tr> </tbody> </table>	Payee	Details	Amount	R Shackleton	Running Costs	TBC	HMRC	PAYE / National Insurance	TBC	Victoria Jubilee Hall	Room hire	TBC	Malpas Community Church	Room hire	TBC	
Payee	Details	Amount															
R Shackleton	Running Costs	TBC															
HMRC	PAYE / National Insurance	TBC															
Victoria Jubilee Hall	Room hire	TBC															
Malpas Community Church	Room hire	TBC															

	<table border="1"> <tr> <td>Then Media</td> <td>Tier 1 hosting and support for Parish Council website</td> <td>£ 24.00</td> </tr> <tr> <td>Then Media</td> <td>Community website Tier 2 fee</td> <td>£ 597.60</td> </tr> <tr> <td>Jake Gurr FCA</td> <td>Internal Audit for MPC</td> <td>£ 150.00</td> </tr> <tr> <td>Jake Gurr FCA</td> <td>Internal Audit for The Mossland</td> <td>£ 150.00</td> </tr> <tr> <td>Zurich Insurance</td> <td>Insurance</td> <td>£ 823.22</td> </tr> <tr> <td>Smartwheelie</td> <td>20 mph stickers for wheelie bins</td> <td>£ 474.00</td> </tr> </table> <p>12.5 <u>Receipts:-</u> Precept:- £31,006.00</p> <p>12.6 <u>Accounts 2024 - 25:-</u> To receive receipts and payments including bank reconciliation</p>	Then Media	Tier 1 hosting and support for Parish Council website	£ 24.00	Then Media	Community website Tier 2 fee	£ 597.60	Jake Gurr FCA	Internal Audit for MPC	£ 150.00	Jake Gurr FCA	Internal Audit for The Mossland	£ 150.00	Zurich Insurance	Insurance	£ 823.22	Smartwheelie	20 mph stickers for wheelie bins	£ 474.00																															
Then Media	Tier 1 hosting and support for Parish Council website	£ 24.00																																																
Then Media	Community website Tier 2 fee	£ 597.60																																																
Jake Gurr FCA	Internal Audit for MPC	£ 150.00																																																
Jake Gurr FCA	Internal Audit for The Mossland	£ 150.00																																																
Zurich Insurance	Insurance	£ 823.22																																																
Smartwheelie	20 mph stickers for wheelie bins	£ 474.00																																																
13.	<p><b>ANNUAL AUDIT</b></p> <p>13.1 To agree the Fixed Asset register as circulated</p> <p>13.2 To approve the Annual Governance Statement</p> <p>13.3 To approve the year end accounts, explanation of variances and audit summary 2023-2024 and to approve the Annual Return for year ended 31<sup>st</sup> March 2024</p> <p>13.4 Internal Audit:- to receive report and agree any actions required</p>	Stg Item																																																
14.	<p><b>ELECTION OF REPRESENTATIVES / COMMITTEES</b></p> <p>To review and confirm appointments:-</p> <table border="1"> <tr> <td>14.1</td> <td>Burial Committee</td> <td>3 councillors</td> </tr> <tr> <td>14.2</td> <td>Cheshire Assoc. of Town and Parish Councils</td> <td>3 councillors</td> </tr> <tr> <td>14.3</td> <td>Recreation Ground Committee</td> <td>3 councillors</td> </tr> <tr> <td>14.4</td> <td>Young Persons Project</td> <td>1 councillor</td> </tr> <tr> <td>14.5</td> <td>Victoria Jubilee Hall Committee</td> <td>1 councillor</td> </tr> <tr> <td>14.6</td> <td>Financial Scrutiniser</td> <td>1 councillor</td> </tr> <tr> <td>14.7</td> <td>Malpas Community Minibus</td> <td>1 councillor</td> </tr> <tr> <td>14.8</td> <td>Internal Procedures Working Group</td> <td></td> </tr> <tr> <td>14.9</td> <td>Planning Working Group</td> <td>5 councillors</td> </tr> <tr> <td>14.10</td> <td>Personnel Committee</td> <td>5 councillors</td> </tr> <tr> <td>14.11</td> <td>Finance Working Group</td> <td>5 councillors</td> </tr> <tr> <td>14.12</td> <td>Neighbourhood Plan Working Group</td> <td>5 councillors</td> </tr> <tr> <td>14.13</td> <td>Climate Emergency Working Group</td> <td>4 councillors</td> </tr> <tr> <td>14.14</td> <td>Social Media Moderator</td> <td>1 councillor</td> </tr> <tr> <td>14.15</td> <td>Website Admin</td> <td>1 councillor</td> </tr> <tr> <td>14.16</td> <td>Highways Working Group</td> <td></td> </tr> </table>	14.1	Burial Committee	3 councillors	14.2	Cheshire Assoc. of Town and Parish Councils	3 councillors	14.3	Recreation Ground Committee	3 councillors	14.4	Young Persons Project	1 councillor	14.5	Victoria Jubilee Hall Committee	1 councillor	14.6	Financial Scrutiniser	1 councillor	14.7	Malpas Community Minibus	1 councillor	14.8	Internal Procedures Working Group		14.9	Planning Working Group	5 councillors	14.10	Personnel Committee	5 councillors	14.11	Finance Working Group	5 councillors	14.12	Neighbourhood Plan Working Group	5 councillors	14.13	Climate Emergency Working Group	4 councillors	14.14	Social Media Moderator	1 councillor	14.15	Website Admin	1 councillor	14.16	Highways Working Group		Stg Item
14.1	Burial Committee	3 councillors																																																
14.2	Cheshire Assoc. of Town and Parish Councils	3 councillors																																																
14.3	Recreation Ground Committee	3 councillors																																																
14.4	Young Persons Project	1 councillor																																																
14.5	Victoria Jubilee Hall Committee	1 councillor																																																
14.6	Financial Scrutiniser	1 councillor																																																
14.7	Malpas Community Minibus	1 councillor																																																
14.8	Internal Procedures Working Group																																																	
14.9	Planning Working Group	5 councillors																																																
14.10	Personnel Committee	5 councillors																																																
14.11	Finance Working Group	5 councillors																																																
14.12	Neighbourhood Plan Working Group	5 councillors																																																
14.13	Climate Emergency Working Group	4 councillors																																																
14.14	Social Media Moderator	1 councillor																																																
14.15	Website Admin	1 councillor																																																
14.16	Highways Working Group																																																	
15.	<p><b>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2024 / 2025</b></p> <p>To receive any updates regarding business priorities and projects for the financial year (2024 – 2025)</p>	Stg Item																																																
16.	<p><b>GRANT APPLICATIONS</b></p> <p>To consider the following requests for grants :-</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Organisation</th> <th>Project</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Malpas Alport Endowed Primary School</td> <td>Hard canopy cover for outdoor play</td> <td>£ 1,400.00</td> </tr> <tr> <td>2.</td> <td>Malpas Backgammon Club</td> <td>Malpas Backgammon Training Equipment</td> <td>£ 130.00</td> </tr> <tr> <td>3.</td> <td>Malpas Community Links</td> <td>D Day 80</td> <td>£ 2,067.62</td> </tr> </tbody> </table>	No.	Organisation	Project	Amount Requested	1.	Malpas Alport Endowed Primary School	Hard canopy cover for outdoor play	£ 1,400.00	2.	Malpas Backgammon Club	Malpas Backgammon Training Equipment	£ 130.00	3.	Malpas Community Links	D Day 80	£ 2,067.62	Stg Item																																
No.	Organisation	Project	Amount Requested																																															
1.	Malpas Alport Endowed Primary School	Hard canopy cover for outdoor play	£ 1,400.00																																															
2.	Malpas Backgammon Club	Malpas Backgammon Training Equipment	£ 130.00																																															
3.	Malpas Community Links	D Day 80	£ 2,067.62																																															

	4.	Malpas Community Minibus Association	Provision of Community Transport Services	£ 1,000.00	
	5.	Malpas Opal Club	Malpas Opal Club Activity Fund	£ 200.00	
	6.	Malpas Tennis Club	Resurfacing tennis courts	£14,500.00	
	7.	Malpas Young Persons Project	Malpas Young Persons Project	£ 1,500.00	
	8.	Tilston Netball Club (Malpas)	The Home of Malpas TNC / On Your Marks NET Go / VETs NET	£ 3,760.00	
	9.	Victoria Jubilee Hall	Hall modernisation	£ 2,000.00	
	10.	Wingate Centre	All Stars Juniors	£ 500.00	
		<b>Total</b>		<b>£27,057.62</b>	
17.	<p><b>PLANNING</b></p> <p>17.1 <u>Planning Applications:-</u></p> <p>17.2 <u>To consider any applications received after the agenda has been distributed</u></p> <p>17.3 <u>Recent decisions by CW&amp;C:-</u>  Approved:-  23/03933/FUL - Hillcrest Wrexham Road Malpas  24/00462/FUL - The Hollies Old Hall Street Malpas  24/00721/FUL - South Barn Preston Hall Farm Mastiff Lane Malpas  Refused:-  24/00534/TPO - The Old Rectory Church Street Malpas</p> <p>17.4 <u>CWaC Local Plan and CLT:-</u>  To receive report regarding a document titled "Representations of behalf of Chester Diocesan Board of Finance made by Fisher German in respect of CWaC Local Plan Review Consultation 2021" and involvement of the CLT</p>				KM
18.	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>To receive report</p>				CW
19.	<p><b>MONTHLY SURGERY</b></p> <p>To receive and note report (previously circulated)</p>				Stg Item
20.	<p><b>THE MOSSLAND</b></p> <p>To receive report</p>				Clerk
21.	<p><b>SLOW DOWN FOR MALPAS</b></p> <p>To receive report and agree any actions further to the outcome of the recent speed monitoring exercise</p>				BS
22.	<p><b>APPEARANCE OF MALPAS</b></p> <p>To receive update and agree any actions</p>				Clerk
23.	<p><b>THE CROSS</b></p> <p>To receive update</p>				Clerk
24.	<p><b>RECREATION GROUND PLAY AREA</b></p> <p>To receive update regarding health and safety concerns in the play area and agree any action</p>				Clerk
25.	<p><b>EVENTS COMMITTEE</b></p> <p>To receive any updates</p>				OL
26.	<p><b>MALPAS JOINT BURIAL COMMITTEE (MJBC)</b></p> <p>To consider and agree action regarding the draft MJBC constitution</p>				RS / MW
27.	<p><b>PARISH COUNCIL WEBSITE</b></p> <p>To receive update regarding promoting the launch of the new Council website</p>				Clerk
28.	<p><b>CLERKS REPORT</b></p> <p>To receive and note report</p>				Clerk
29.	<p><b>EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX</b>  (The RED SUGGESTION BOX located in Londis near the Post Office counter)</p>				Clerk
30.	<p><b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b></p>				Cllrs

	<b>PART 2</b>	
1.	<b>PRESS AND PUBLIC</b> To resolve to exclude the press and members of the public as the items to be discussed are either of a contractual or sensitive nature.	Stg Item
2.	<b>CAR PARK</b> To receive report and consider any actions required	Clerk
3.	<b>CLERKS SALARY AND APPRAISAL</b> To consider and agree arrangements regarding annual appraisal and review of Clerk's salary	Stg Item

\*Stg Item:- Standing Item

Signed By: - Ruth Shackleton (Clerk) Date: - 22<sup>nd</sup> May 2024

**Members of the public are encouraged to submit questions via email and also to confirm their attendance prior to the meeting.**  
**Please contact the Clerk by email, [malpaspc@hotmail.com](mailto:malpaspc@hotmail.com) or phone 01948 770678.**

**Website: [www.malpasparishcouncil.org.uk](http://www.malpasparishcouncil.org.uk)**

**The Parish Council will meet on the last Thursday of the month in the Malpas Community Church, Malpas (unless otherwise stated on the agenda).**

**2024 Meeting Dates:-**

Thursday 25<sup>th</sup> January  
Thursday 29<sup>th</sup> February  
Thursday 28<sup>th</sup> March  
Thursday 25<sup>th</sup> April  
Thursday 30<sup>th</sup> May  
Thursday 27<sup>th</sup> June  
Thursday 25<sup>th</sup> July  
Thursday 29<sup>th</sup> August  
Thursday 26<sup>th</sup> September  
Thursday 31<sup>st</sup> October  
Thursday 28<sup>th</sup> November

**There is no scheduled meeting in December**

**The surgeries take place in the Old Fire Station between 10.00 am - 11.00 am on the first Saturday of the month (unless otherwise stated).**

**2024 Surgery Dates:-**

Saturday 1<sup>st</sup> June  
Saturday 6<sup>th</sup> July  
Saturday 3<sup>rd</sup> August  
Saturday 7<sup>th</sup> September  
Saturday 5<sup>th</sup> October  
Saturday 2<sup>nd</sup> November  
Saturday 7<sup>th</sup> December