



Helsby Parish Council

9th January 2024

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 15th January 2024 at 7.00pm in the upper hall at Helsby Methodist Church for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall audio record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Policing Update. To receive an update from the local Police Community Support Officer and to raise any questions related to policing in Helsby.
5. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 11th December 2023.
6. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
7. Chair's Announcements (for information only).
8. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.

9. Minutes of the Environment Committee budget meeting held on 13th December 2023 (attached). Cllr. O'Neill will present the draft minutes.
10. Minutes of the Parks, Cemetery and Allotments Committee budget meeting held on 13th December 2023 (attached). Cllr. Nicklin will present the draft minutes.
11. Minutes of the Finance Committee meeting held on 8th January 2024. Cllr. O'Neill will present the draft minutes (attached). Council to note and/or consider the following recommendations:
 - 11.1 To approve the proposed Environment and PCA Committee budgets for 2024/25 totalling £76,237;
 - 11.2 To approve the proposed Finance Committee budget for 2024/25 totalling £74,883;
 - 11.3 To approve the 'Grants and Earmarked Reserves for Identified Projects' table to include a new £20,000 fund for a park masterplan project and an additional £45,000 for average speed cameras;
 - 11.4 To approve a receipts budget totalling £147,255 for 2024/25 and an expenditure budget totalling £151,120 and to issue a precept request to Cheshire West and Chester Council for £109,040 based on the above budget calculations for 2024-25 along with the 'Budget Report: Justification of Precept Request 2024/25';
 - 11.5 To approve that the Council rather than the Clerk covers the interest for late payments to HMRC totalling £47.35;
 - 11.6 To approve the adjustments to the 2021, 2022 and 2023 asset registers showing a deduction in any incorrect VAT (amended total amounts of £196,646.59, £196,052.09 and £222,942.64 respectively); and
 - 11.7 To consider approval of the following new policies: Credit Management, Reserves, Community Grant and Anti-Fraud and Corruption.
12. Miscellaneous Matters
 - 12.1 To consider the following fees as set by CW&C in relation to the maintenance work at Sherwood Court – a standard legal fee for a licence for alteration at a cost of £358 and a surveyor's fee at a cost of £455 (total fee £813).
 - 12.2 To note arrangements for the 2024 Helsby Grant Show to be held at Helsby Community Sports Club on 27th February between 6.30pm and 8.30pm.
 - 12.3 To give retrospective approval for a charitable donation of £200 to Cancer Research UK in memory of Cllr. Peter Duffy (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer).
 - 12.4 To consider the purchase of a docking station and wireless keyboard and mouse for use of the Council's laptop in the parish office at a cost of around £250.
13. Councillor surgery update.
14. Outside Body Reports - to receive any reports from representative members (for information only).
15. Planning
 - 15.1 To consider responses to any planning applications.

- 15.2 To note the latest planning notification report.
- 15.3 To receive any member reports – for information only.

16. Financial Matters

- 16.1 Bank Reconciliation for December 2023 – for inspection and approval (as attached).
- 16.2 To approve payments made and note receipts to the end of December (as attached).
- 16.3 To consider the purchase of a Year End Health Check with Scribe at a cost of £49.

17. To note the outstanding actions log.

18. Dates of the next Council meetings

29 th January	Parks, Cemetery and Allotments Committee
12 th February	Parish Council meeting