

DRAFT Agenda for the Annual Meeting of Crewe Parish Council

NB. *Advisory Notes are in italics.*

1. To election the Council Chairman¹.

New councillors nominate, second and vote for their chairman² from amongst their number. For this agenda item only, a nominee from the principal authority usually takes the chair (not the Clerk). The elected chairman (after signing his/her declaration of acceptance of office as Chairman) takes over immediately after his/her election and chairs the rest of the meeting. Sometimes councils choose to have one or two deputy chairmen who are chosen in the same manner (but who do not have to sign a Declaration of Acceptance of Office Form).

2. To agree the appointment of (*name of person*) to be the Council's temporary Clerk.

3. In accordance with The Charter Trustees Regulations 1996, Reg.18³, to note and accept⁴ the transfer to the Council of the following matters owned, vested in, or exercisable by the Charter Trustees for Crewe —

- (i) all property of whatever description;
- (ii) all rights, liabilities, contracts or other written instruments of whatever description;
- (iii) any legal actions or proceedings.

It would be useful to circulate, with their Summons to Attend and Agenda, a paper setting out the detail of what adoption of item (3) actually means in practical terms, eg. a list of each asset with its current location and value for insurance purposes, a description of each right, liability and/or duty as exercised, or potentially exercised, by the Charter Trustees.

4. To effect the transfer of Allotments from Cheshire East Council to Crewe Parish Council

Legal Services to advise on the wording for the agenda item. The leases will need to be signed to effect the transfer.

Suggested by the Sub committee that the rules for the management of allotment sites also be included on the agenda.

¹ Term includes both genders

² In a town council, the chairman has the honorary title of mayor.

³ Regulation 18 is reproduced in full at the end of this document.

⁴ The Regs make it clear that these rights, assets etc **shall** transfer so it is questionable whether the new council has any power to refuse to accept them. You may wish to exclude the words "and accept".

5. To arrange for the adoption of Standing Orders⁵.
6. (If any) To fill by co-option the [1, 2, 3 etc] vacant seats on this council.
7. To set dates of future meetings.

These can include:

- 7.1 the Annual Meeting of the local council
 - 7.2 the Annual Parish Meeting – which must be held before the 1st June (7.1 and 7.2 annual meetings can be held on the same day)
 - 7.3 calendar of future ordinary meetings of the council
8. To establish committees and dates of first meetings.

To begin with, these are usually:

- 8.1 the Finance Committee⁶, and
- 8.2 the Employment Committee or Working Group⁷
- 8.3 the Assets Management Committee (*the Crewe CGR Sub-Committee has suggested such a committee be set up at an early stage due to the devolution of toilets & allotments to Crewe Council*)

It is up to the council whether a committee has any delegated powers. The Council may not want to do this at its first meeting, but consider it later on.

9. To Agree the Management of Finance and Risk Matters

Any of the items listed under 9. below may be delegated to the Finance Committee with a brief that they investigate best practice and best value then report back to the next full council meeting.

- 9.1 Arrangements leading to the adoption of Financial Regulations⁸
- 9.2 Adoption of the Budget for the first year.

⁵ ChALC provides Model Standing Orders which can be adapted for the council.

⁶ Council committees and sub-committees must be open to the public. Under certain circumstances, eg. discussion of sealed bids for a council contract, the committee may vote to exclude the press & public, but the reason for exclusion must be minuted.

⁷ Working groups do not have to be open to the public. The council may decide that due to the confidential nature of employment issues, they are better discussed in a working group. Working groups cannot be given delegated powers – decisions must be taken by the full council or a committee/sub-committee with delegated powers.

⁸ ChALC provides Model Financial Regulations which can be adapted for the council.

Although the total amount of Precept money available has already been set by the principal authority, the council may want to amend the budget, ie. the items the money is designated to be spent on and/or how much to spend on each item.

9.3 Establishment of council bank account and signatories.

9.4 Appointment of Responsible Financial Officer (RFO):

The council may decide to:

(i) appoint its temporary clerk or

(ii) appoint a councillor

until the permanent clerk/RFO is recruited.

9.5 To adopt an accounting system.

9.6 To agree upon the council's Auditors (internal and external).

9.7 To prepare the council's Risk Assessment for the current year.

9.8 To appoint the council's insurers.

10. Training for New Councillors⁹

11. To consider the designation of Crewe Parish Council as Crewe Town Council

The decision of Cheshire East Council on 11 October 2012 was: "(a) That the interests of effective and convenient local government and community identities would be served by the creation of a new parish with a Parish Council for the unparished area of Crewe and that the Parish Council be advised to consider its designation as a Town Council".

12. To Agree the Management of Staff and Office Matters:

Any of the items listed under 11. below may be delegated to the Employment Group with a brief that they investigate best practice, prepare draft policies and recruitment documents and report back to the next full council meeting.

12.1 Recruitment and Induction of permanent clerk.

12.2 Office accommodation

12.3 Equipment (i) items needed
(ii) buy, rent or lease

13. To Agree to take out Membership of the Council's County Association of Local Councils¹⁰.

⁹ ChALC Training Programme 2013 is attached to this document.

14. To receive correspondence.

15. Items for the next agenda

In addition to the above, the council may want to end its first meeting on a more locally focused action note, by having items on the agenda which invite councillors to comment on current principal authority consultations and/or to ask councillors to table matters for discussion at the next local council meeting, eg. deciding on or confirming the name and style of the council, eg. Crewe Town Council.

¹⁰ The 2013/14 ChALC Annual Subscription Fee is 30 pence/elector capped at £1,224.90 for councils with an electorate in excess of 4,083.

The Charter Trustees Regulations 1996

1996 No. 263

Regulation 18

Dissolution of charter trustees

18.—(1) This regulation applies where an area, or part of an area, for which charter trustees have been established becomes, or becomes comprised in, a parish (not being an existing parish) for which a parish council is established.

(2) From the date on which the first councillors for the parish come into office these Regulations, or the statutory instrument made under Part II of the Act establishing the charter trustees, shall cease to apply to the area or part and accordingly—

(a) the charter trustees shall cease to act therefor and shall be dissolved;

(b) the mayor or deputy mayor shall cease to hold office as such;

(c) any local officer of dignity appointed pursuant to regulation 4(1)(b) above shall hold office as if appointed by the parish council;

(d) the following matters owned, vested in, or exercisable by the charter trustees shall be transferred to the parish council —

(i) all property of whatever description;

(ii) all rights, liabilities, contracts or other written instruments of whatever description;

(iii) any legal actions or proceedings;

(e) regulation 4 of the Local Government Changes for England Regulations 1994(1) shall apply as if the charter trustees were a transferor authority, and the parish council were a transferee authority of the same tier;

(f) the accounts of the charter trustees and of its committees and officers shall be made up to the dissolution of the charter trustees, and shall be audited in the same way, and subject to the same procedures and penalties as if the charter trustees had not been dissolved.

END OF EXTRACT

2013 Training Programme For Clerks and Councillors



The National Training Strategy
for Town & Parish Councils

Topic		Proposed Dates/Venue
Clerks and Councillor Induction Training	The Clerk, the Chairman and the Councillors Roles and Responsibilities Parish Council Meetings Statutory Requirements, Minutes and Agendas Decision Making and Delegation Powers and Duties Local Government Act 1972—S137 The Role of the Council in the Planning System Budget Procedures and Precepting	24th April (Aft) <i>(Sandbach)</i> 4th September (Eve) <i>(Tarvin)</i>
Councillor Training Workshop 1 Roles and Responsibilities	To introduce newly elected councillors to their roles and responsibilities To provide an opportunity for new and more experienced councillors to develop their knowledge and skills To give councillors more confidence in carrying out their role	4th February (Aft) <i>(Mobberley)</i> 7th October (Eve) <i>(Cotebrook)</i>
Councillor Training Workshop 2 Powers, duties and Precept	To introduce councillors to the powers and duties that local councils have To link those powers and duties to councils' policies and procedures To examine the councillor's role in financial matters, including setting budgets, monitoring and auditing	7th March (Eve) <i>(Mobberley)</i> 13th November (Aft) <i>(Cotebrook)</i>
Councillor Training Workshop 3 Management and Meetings	To provide an opportunity for new and more experienced councillors to consider council meetings and procedural rules To help delegates become more aware of the way in which an agenda demonstrates that the council is acting lawfully	13th June (Eve) <i>(Mobberley)</i> 27th September (Aft) <i>(Winsford)</i>
Councillor Training Workshop 4 The Council and the Community	To provide an opportunity for new and more experienced councillors to consider their role as community representatives and leaders To examine effective partnership working	16th July (Eve) <i>(Sandbach)</i> 4th December (Aft) <i>(Tarvin)</i>
Chairmanship – 1	The Role of the Chairman Preparing for a Meeting Rules of Procedure Chairing Styles Managing the Meeting – Group and Individual	17th January (Eve) <i>(Congleton)</i> 29th May (Aft) <i>(Tarvin)</i>
Chairmanship – 2	Ground Rules for Effective Meetings Handling Conflict in Meetings Dealing with the Public, Visiting Speakers & the Media Hints on dealing with the Press, TV and Radio Defamation and Privilege Dealing with Harassment and Bullying Ethics, Bullying and other Code of Conduct Issues	13th March (Eve) <i>(Congleton)</i> 9th July (Aft) <i>(Winsford)</i>
General Power of Competence	To examine the origin, meaning and application of the general power of competence To explain the criteria for eligibility to use the power and arrangements for confirming eligibility To discuss possible restrictions and risks related to using the power To introduce and discuss CiLCA questions	27th March (Aft) <i>(Cotebrook)</i> 24th September (Eve) <i>(Congleton)</i>

Booking

For further information or to book places please contact Hazel Merrill at the Cheshire Training Partnership, c/o Cheshire Association of Local Councils (tel: 01948 871314 or email: hazelmerrill@chalc.org.uk). At the time of booking, please provide the name of the person attending, his/her address, phone number and e-mail details.

The delegate will receive a confirmation by e-mail approximately 2 weeks before the event.

Cost

The cost of each session is:

£30 per person for member of ChALC; the SLCC or Cheshire Community Action;
£40 per person for non-member councils.

Discount - Member Councils Only

If 5 bookings for are made at the same time a 20% discount will apply.

CiLCA Support Sessions

See following page.

2013 CiLCA Support Sessions

For anyone compiling the CiLCA



The National Training Strategy
for Town & Parish Councils

These sessions are not 'formal' training sessions, but give help and guidance to the person completing the portfolio of evidence. If you book to attend these sessions you will be required to bring with you the relevant completed sections of the portfolio.

They are 2 hour sessions at The County Office at Burleydam and will be held in the afternoon (2-4pm) and are repeated throughout the year as shown.

Topic		Dates
Session 1 Roles & Responsibilities and Community Action	Roles, duties and responsibilities of the clerk, chair, councillors and council	16th May
	Employment Issues Continuing Professional Development Public Relations and Communications (i) and (ii) Partnership Working Funding Sources Community Engagement	11th September
Session 2 Law and Procedures	Powers and Duties Power of Well Being New Legislation and Sources of Advice	19th March
	Agenda Setting and Meeting Procedures (i) and (ii) Standing Orders and Committees Freedom of Information	2nd October
Session 3 Finance and Planning	Accounting and Statutory Guidance (i) and (ii) Budgeting, Precept and Income Grant Awarding Policies	11th April
	Insurance Sources of advice on financial matters VAT The Planning Framework/effective observations	19th November

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Cost

The cost of each session is:

- £30 per person for member of ChALC; the SLCC or Cheshire Community Action;
- £40 per person for non-member councils.

Discount - Member Councils Only

If bookings are made for all 3 CiLCA support sessions at the same time a 20% discount will apply.