

## **MACCLESFIELD PARISH COUNCIL INAUGURAL AND ANNUAL MEETING**

This is the first meeting of Macclesfield Parish Council and will be conducted as the Annual Meeting of the Council.

**Date**  
**Venue**  
**7.00 pm?**

All meetings of the Council are open to the Press and Public.

Councillors are duly summoned to attend the Council Meeting to conduct the business set out below.

*Signed*



Acting Clerk to the Council

### **A G E N D A**

1. To elect the Chairman of the Council for the forthcoming year
  - 1.1 To receive the Chairman's Declaration of Acceptance of Office
2. To consider the election of Vice-Chairman for the forthcoming year
  - 2.1 To receive the Vice-chairman's Declarations of Acceptance of Office
3. To consider in principle the re-designation of Macclesfield Parish Council as Macclesfield Town Council
4. To agree the appointment of the Council's Interim Clerk
5. In accordance with The Local Government (Parishes and Parish Councils) (England) Regulations 2008, Reg.15, to note the transfer to the Council of the following matters owned, vested in, or exercisable by the Charter Trustees for Macclesfield —
  - (i) all property of whatever description;

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

(iii) any legal actions or proceedings.

6. To adopt the Cheshire East Code of Conduct
7. To adopt Standing Orders for the proper conduct of the Council
8. To set dates for a calendar of council meetings
9. To establish such committees as the council may require and to agree dates of their first meetings
  - 9.1 Finance Committee;
  - 9.2 Employment Committee or Working Group;
  - 9.3 Front line services committee.
10. To agree the process for Management of Finance and Risk including:
  - 10.1 The adoption of Financial Regulations
  - 10.2 Receipt of the draft Budget for the first year
  - 10.3 Establishment of council bank account and signatories
  - 10.4 Appointment of Responsible Financial Officer (RFO)
  - 10.5 To request the Finance Committee to consider the adoption of an accounting system
  - 10.6 To agree the procedure for securing an Internal Auditor
  - 10.7 To consider the preparation of the council's Risk Assessment
  - 10.8 To consider the appointment of the council's insurers and further to agenda item 5 to make arrangements for the custody, insurance and security of the historic and ceremonial regalia and property transferred to the parish council.
11. To consider training requirements for New Councillors
12. To Agree the Process for the Management of Staff and Office Matters including:
  - 12.1 Recruitment and Induction of permanent clerk
  - 12.2 Office accommodation and equipment
13. To Agree Membership of the Cheshire Association of Local Councils
14. To note any correspondence received
15. To consider Items for the next agenda