Darnhall Parish Council

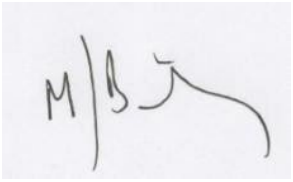
To: **The Members of Darnhall Parish Council**

Dear Councillor

You are summoned to attend the Annual Meeting of the Darnhall Parish Council to be held on Tuesday 26th May 2026 at 5.30pm at Darnhall Village Hall.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.

Yours Sincerely,



Dr Mark Bailey
Parish Clerk

AGENDA

Part 1 of the agenda represents the business of the annual meeting of the Parish Council

Part 2 represents ordinary business of the Parish Council

PART ONE – ANNUAL PARISH COUNCIL BUSINESS

1. **ELECTION OF CHAIR**
   The Parish Council is to elect a Chair to serve until the Annual Meeting in 2027. The current Chair (if present) will call for nominations. If the current Chair is not present, the current Vice Chair will call for nominations. If neither are present, then the Council will appoint a Chair for this purpose.

2. **ELECTION OF VICE-CHAIR**
   The Parish Council is to elect a Vice-Chair to serve until the Annual Meeting in 2027 The Chair will call for nominations.

3. **APOLOGIES**
   Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

4. **DECLARATIONS OF INTEREST**
   Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

5. **MINUTES – TUESDAY 14TH APRIL 2026**
   To resolve that the minutes of the meeting of the Council held on 14th April 2026 be signed as a correct record.

   https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/

6. **MATTERS ARISING**
   To raise any matters from the above minutes.

7. **APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**
   The Council is asked to appoint Members to the following committees/outside bodies.

   Committees
   - Finance Committee (three Members)

   Outside Bodies
   - Cheshire Association of Local Councils (two Members)
   - Police Cluster (one Member)

8. **STANDING ORDERS/FINANCIAL REGULATIONS**
The Council is asked to **APPROVE** the Standing Orders and Financial Regulations for the 2026-27 year.

https://darnhall-pc.gov.uk/policydocuments/ (Standing Orders/Financial Regulations)

9. **FINANCIAL MATTERS**
The following financial matters will be considered at the meeting. Ledger/Bank Reconciliation Statement (1.4.24-31.03.25)

9.1 Ledger/Bank Reconciliation Statement (1.4.25-31.3.26)
The ledger/bank reconciliation statement for the period 1st April 2025-31st March 2026 is presented to Members for note.

https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/

9.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2025/26) (Apr 2025-March 2026)
The budget monitoring report/receipts and payment summary to the end of quarter four (2025/26) (Apr 2025-March 2026) is presented to Members for note.

https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/ (Budget Monitoring Report/Receipts and Payments Summary)

9.3 Asset Register 2025/26
The Asset Register for the Parish Council up to 31st March 2026 is attached for note.

https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/

9.4 Risk Assessment 2026-27
To approve the risk assessment for the Parish Council for 2026-27.

https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/

9.5 Responsible Financial Officer
The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2026/27 financial year.

9.6 Appointment of Internal Auditor
It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of JDH Business Services for the year 2026-2027. It is proposed that, if appointed, an approach to JDH Business Services will be made as soon as possible following this meeting.

RECOMMENDATION Members are asked to **APPROVE** the appointment of an internal auditor as set out above.

9.7 External Audit 2025/26

The 2025-26 Annual Governance and Accounting Return (AGAR) is attached.

https://darnhall-pc.gov.uk/meetings/darnhall-parish-council-tuesday-26th-may-2026-5-30pm-darnhall-village-hall-annual-parish-council-meeting/

Members are asked to go through the Governance Statement point by point. The Clerk recommends that questions 1-8 are answered 'yes' and that question 9 is answered 'n/a'.

Members will note that the Accounting Return has been completed by the Parish Clerk.

The Clerk recommends that the Accounting Statement is approved by the Council. The external auditor covering the 2025-26 financial year is PFK Littlejohn.

RECOMMENDATION: Members are asked to note the points set out above and approve the AGAR as set out above for 2025-26.

9.8 Authorisation of Payments

£408.42 Clerk Pay (Dr M Bailey) (April-May 2026
£1,670.50 Caretaker Pay (DVH – April-September 2026)
£612.21 Clear Councils (Insurance 2026/27)
£251.19 Shires Accountants (M1-M6 2026/27 Payroll Costs)
£96.00 Brazendale Heating and Maintenance (Village Hall)
£96.00 PFK Littlejohn (External Audit Costs – 2024/25)
£203.84 CWAC (Business Rates – VH)
£1,147.92 – Calor (VH – Heating Costs 2026/27)

RECOMMENDATION Members are asked to approve the above payments.

10. CALENDAR OF MEETINGS 2026-27

The Parish Council is asked to approve dates for meetings (usually the third Tuesday of every other month).

RECOMMENDATION Members are asked to approve the 2026/27 dates.

PART TWO – ORDINARY PARISH COUNCIL BUSINESS

PART A

11. PUBLIC PARTICIPATION

A period for members of the public to raise comments on matters being discussed at the meeting (15 mins max).

12. CHAIRMAN'S REPORT

Chairman of the Parish Council can provide a report to the Council under this item.

13. PLANNING MATTERS

To consider any planning matters affecting the parish.

14. DARNHALL VILLAGE HALL

Members are asked to consider any other issues relating to the Village Hall:

15. CLERKS REPORT

To consider any updates from the Clerk.

16. COMMUNICATION/SHARED INFORMATION

Members may share any other information, but formal decisions cannot be taken under this item.

17. DATE OF NEXT MEETING

To be confirmed (as per item 10 above).