



**AUDLEM**  
PARISH COUNCIL

## **AUDLEM PARISH COUNCIL**

Vice Chair: Derek Winskill  
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### Minutes of meeting of Audlem Parish Council Public Hall Youth room 19.00 -23<sup>rd</sup> May 2022

**Present** — D Winskill, R Warburton, P Cawood, J Bower

**Attendance** — Neil Goodyear as standin clerk,

Public – I, Warren, S Warren, G Seddon, M Jeffs, Sa Jeffs, J Stainthorpe, A Jones, J Downs, K Downs, R Furber, P Morgan, T Lawton, S Elliot, S Nield, S Humphries, Stuart

**22/1 Election of Chairman**

Derek Winskill was proposed by R Warburton and seconded by Paul Cawood.

**22/2 Election of Vice Chairman**

Signature of acceptance of office by the newly elected vice chairman.

RW Proposed DW, JW

**22/3 Apologies for absence**

R Bailey

**22/4 Co-option of five new Councillors**

Voted on and accepted onto the Council.

Tim Lawton

Nigel Mottershead

Jean Stainthorpe

Mark Jeffs

Geoff Seddon

**22/5 Declarations of Interest**

None

**22/6 Request for dispensation**

None

**22/7 Public speaking open forum and public participation**

M. Jeffs – were the PC successful gaining access to the bank account. No, due to lack of co-operation from current holder of bank details. Next step, give JM a deadline of a 17.00 on 27<sup>th</sup> May 2022. Advice from CHALC, is that withholding this information is deemed to be theft. After 27<sup>th</sup> May if information and assets e.g. laptop, is not forthcoming, CHALC will be engaged to progress the matter.

P. Morgan asked what we could ask the bank to do. Nothing, we are not account holders.

S. Nield – what steps will be taken to prevent this financial issue happening again. PC will take steps that will be covered later in the meeting.

A. Jones – can a report be issued on AoL, yes but give the council a bit more time to resolve

S. Humphries – who co-opted JM onto the council? The sitting councillors.

S. Nield – is there a legal precedent for the financial issue. The PC will involve CHALC to progress the resolution of the problem if required.

P. Morgan – was there 3 signatories on the bank account? Are they still signatories and can the bank be asked to help. The PC will consult with Santander.

S. Humphries – road from Manor Farm, 2<sup>nd</sup> enforcement order. Disappointed that Audlem Council have not acted on this planning application. P. Cawood apologised on behalf of the council but sadly our focus was on resolving our current problems.

S. Nield – What is current state re activities on Turnpike field. Tenders have been received, but the council need to meet to discuss the tenders and agree way forward before the next Turnpike field meeting. We will need to engage an architect to produce plans that can be costed and submitted to planning.

P. Morgan thanked the council members for their work to pull the village out of the recent & current problems. All attendees applauded the council.

## **22/8 Annual Business**

22.8.1 Review of Policies.

22.8.1.a Standing Orders.

22.8.1.b Financial Regulations.

22.8.1.c Finance Sub Committee Terms of Reference.

22.8.1.d Complaints Policy.

22.8.1.e CCTV Policy.

22.8.1.f Freedom of Information Policy.

22.8.1.g General Privacy Notice.

22.8.1.h Data Audit Questionnaire.

22.8.1.i Document Retention & Management Policy.

22.8.1.j Privacy Policy.

22.8.1.k Internal Privacy Notice.

22.8.1.l Model Publication Scheme.

22.8.1.m Subject Access Request Policy.

22.8.1.n Equal Opportunities Policy.

22.8.1.o Grant Application Policy.

22.8.1.p Communications Policy.

22.8.1.q Subscriptions.

22.8.1.r Buttermarket Booking Policy.

22.8.1.s Turnpike Field Booking Policy.

22.8.2 Risk Assessment.

22.8.2.a Asset Register.

22.8.2.b Insurance.

22.8.3 Revised Code of Conduct.

22.8.4 Revised Registration of Members' Interests

All above activities to assess policies were voted on and accepted

## **22/9 Confirmation of Minutes**

22.9.1 Minutes of the meeting held on 10<sup>th</sup> February 2022

22.9.2 Minutes of the meeting held on 28<sup>th</sup> April 2022

Action – PC to publish previous meeting minutes

**22/10 Matters Arising**

None

**22/11 Appointment of Clerk/Responsible Finance Officer**

A locum Clerk .Dr Kathleen Howe, will be in place on 1<sup>st</sup> June. Future steps will take place to employ a clerk full time. The locum may take up the fulltime post.

**22/12 Appointment of Lengthsman**

Advertised on AoL and received four applications. 42 hours per month, at £12 per hour. However, none of them progressed their applications further. Job will be further advertised. Adopt a bin article to be published on AoL on 24<sup>th</sup> May

**22/13 Financial Matters**

22.13.1 Bank signatories update

22.13.2 Financial position and Audit

Policy covering this area will be revised to ensure the current financial situation with JM cannot occur again.

Audit will be done by K Mellor but due to current financial situation this will be delayed.

**22/14 Planning Matters**

Application 22/1302 Field to the east of Audlem Road. Development of 24 no residential units. Council will object. Thanks to Geoff Seddon for producing the content of the objection.

**22/15 Report by Ward Councillor**

Not Present.

**22/16 Sub committees and Working Groups**

To determine the membership of the Finance Sub Committee and the various Working Groups. These will be set-up based on councillors volunteering for sub-committee roles.

**22/17 Date of Next Meeting**

The next meeting will be held on **Monday 13<sup>th</sup> June 2022 at 7 pm** in the Youth Club Room, Audlem Public Hall.

Meeting closed – 20.10

Signed

Position