

## **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.

**Thursday 21 May 2015**

**The Assembly Room, Town Hall, Macclesfield, SK10 1DX**

**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
- (**Note:** Immediately following approval of the re-designation of Macclesfield Parish Council as Macclesfield Town Council, the Chairman and Vice-Chairman will be known as Mayor and Deputy Mayor respectively)
4. To determine arrangements for a Civic Service to commemorate the designation of the Chairman and Vice-Chairman as the Mayor and Deputy Mayor

5. To agree the appointment of the Council's Interim Clerk
6. 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.
7. To adopt the Cheshire East Code of Conduct
8. To adopt Standing Orders for the proper conduct of the Council
9. To establish such committees as the council may require.
  - 9.1 Finance Committee;
  - 9.2 Personnel Committee;
  - 9.3 Services Committee.
10. To set dates for a calendar of council meetings
11. To agree the process for Management of Finance and Risk including:
  - 11.1 The adoption of Financial Regulations;
  - 11.2 Receipt of the draft Budget for the first year;
  - 11.3 Establishment of council bank account and signatories;
  - 11.4 Appointment of Responsible Financial Officer (RFO);
  - 11.5 To request the Finance Committee to consider the adoption of an accounting system;
  - 11.6 To agree the procedure for securing an Internal Auditor;
  - 11.7 To consider the preparation of the council's Risk Assessment;
  - 11.8 To consider the appointment of the council's insurers and further to agenda item 6 to make arrangements for the custody, insurance and security of the historic and ceremonial regalia and property transferred to the parish council.
12. To consider training requirements for New Councillors
13. To Agree the Process for the Management of Staff and Office Matters including:
  - 13.1 Initial staffing structure;
  - 13.2 Recruitment and Induction of permanent staff;
  - 13.3 Office accommodation and equipment

14. Transfer of Assets and Services from Cheshire East Council

Cheshire East Council and the Parish Council are working together to effect the transfer of assets and services from Cheshire East. This is a continuation of the programme of the transfer of assets and services already adopted by existing Town and Parish Councils within Cheshire East, over the past few years.

An agenda item on this matter will be brought forward for consideration at the earliest opportunity, when an officer from Cheshire East Council will be invited to attend.

15. To Agree Membership of the Cheshire Association of Local Councils

16. To note any correspondence received

17. To consider Items for the next agenda

18. Time and place of next Meeting  
Tuesday June 9<sup>th</sup>, 7pm at Macclesfield Town Hall