



The Annual Meeting of Tabley Parish Council will be held on:

Monday 4th May 2026 at 7:00 PM
Venue: Mere & Tabley Community Club
Contact: clerk@tableyparishcouncil.gov.uk

Agenda Part A (Public)

1. Election of Chair for the Ensuing Year

- 1.1 To receive nominations and elect a **Chairperson**.
- 1.2 To formally recognise the newly elected Chair, to welcome them to the role, and for the Chair to sign the Declaration of Acceptance of Office.

2. Election of Officers for the Ensuing Year

- 2.1 To receive nominations and elect a **Vice-Chair**.
- 2.2 To receive nominations and elect a **Responsible Financial Officer**.

3. Declarations of Acceptance to office

- 3.1 To receive the 2026–2027 Declarations of Acceptance of Office forms.

4. Apologies for Absence

- 4.1 To receive and approve any apologies submitted.

5. Minutes of the Previous Annual Meeting

- 5.1 To approve and sign the minutes of the Annual Meeting held on 12th May 2025, [P108 to P111]
 - 5.1.1 To consider matters arising from the minutes
- 5.2 To approve and sign the minutes of the Monthly Meeting held on 9th March 2026, [P127 to P130]
 - 5.2.1 To consider matters arising from the minutes

6. Guest speakers:

- 6.1 To receive presentations from invited guest speakers representing local organisations.
 - 6.1.1 To receive a report and updates from the Cheshire East Ward Councillor.
 - 6.1.2 To receive a report from Knutsford Police.

7. Open Forum

- 7.1 To receive public participation in accordance with the Council's procedure, whereby members of the public may speak for 2–3 minutes on agenda items prior to the commencement of the meeting. The session will be closed by the Chair, after which no further public participation or political discussion will be permitted.

8. Council Policies

8.1 To review, consider and formally adopt the Council's Policies and Procedures, including:

- Standing Orders
- Financial Regulations
- Code of Conduct
- IT & GDPR Policy

9. Chairperson

9.1 Chairperson's reflection of 2025–2026

10. Parish Councillors' Reports

10.1 To receive reports from Parish Councillors outlining their roles and responsibilities, including membership of any committees and sub-committees, and to confirm such appointments.

10.2 To receive a report from the Cllrs that attended on the Highway meeting with neighbouring Parishes.

11. Standing Monthly Agenda Items and Updates

11.1 To receive and note an update from Cllr B. Hartley on behalf of Knutsford Town Council.

11.2 To receive and note a general update from Cllr S. Carson.

12. Recent Cheshire East Planning Submissions

12.1 To consider each of the following planning applications and resolve accordingly.

12.1.1 26/1209/HOUS – Partridge Rise, Moss Lane, Over Tabley, Knutsford, WA16 0PH

Balcony to be created on the existing flat roof, with frosted glass and parapet walls to the East and North facing. Cladded screen to match dormer to the West facing elevation

Received: 23/04/26 Circulated to Cllrs: 23/04/26

13. Schedule of Meetings 2026–2027

13.1 To consider and approve the schedule of meetings for the municipal year 2026–2027 as set out in Appendix A.

- Monday 4 May 2026, 7:00pm (*Annual Meeting*)
- Monday 6 July 2026, 7:30pm
- Monday 7 September 2026, 7:30pm
- Monday 9 November 2026, 7:30pm
- Monday 11 January 2027, 7:30pm
- Monday 8 March 2027, 7:30pm

14. Finance

14.1 **AGAR (Annual Governance and Accountability Return) 2025–2026** 14.1.1 To review and approve the effectiveness of the Council's system of internal control and the year-end financial report for the financial year 2025–2026, in preparation for internal and external audit, and to approve the Annual Governance and Accountability Return (AGAR) for submission to the external auditor.

14.2 Internal Audit Report

14.2.1 To receive the Internal Audit Report and to consider any matters arising in accordance with Assertion 10 of the Annual Governance and Accountability Return.

14.3 Banking - Unity Trust Bank Accounts:

14.3.1 To note the current financial position in the Unity Trust bank accounts at the **31/03/2026**.

- Current Account T1 (**20448354**): BS 56 **£1,827.68**
- Instant Access Account (**20448367**): BS 55 **£1,188.36**



To acknowledge and approve the following payments

- TPC/RA/153 – Unity Trust – £7.00 DD
- TPC/RA/154 – CHALC Fees - £ Cheque 300089 to be updated at the meeting
- TPC/RA/155 - Clerks Salary Mth 1 & 2 – £AR Cheque 300090
- TPC/RA/156 - HMRC Mth 1 & 2 – £66.66 Cheque 300091

14.4 Risk Register 2026–2027

Resolved: To review, consider that the Risk Register and associated Assertion 10 Action Plan be approved.

Tabley PC - Risk Register								
Ref	Risk	Impact (1-3)	Likelihood (1-3)	Score	Controls in Place	Linked Action	Status	Review
F1	Loss or misuse of funds	3	1	3	Financial Regulations, dual signatories, bank reconciliation	A3	Ongoing	Annual
F4	AGAR submission errors or delays	3	2	6	Clerk/RFO oversight, audit timetable	A1	Ongoing	Annual
F5	Lack of transparency / website updates	2	2	4	Website publication, minutes, AGAR compliance	A2	Ongoing	Annual
G4	Failure to act on audit recommendations (Assertion 10)	3	2	6	Internal audit review, council oversight	A3	Ongoing	Annual
L2	Failure to publish statutory documents	3	2	6	Website updates, AGAR process	A2	Ongoing	Annual
O2	IT failure / data loss	3	2	6	Cloud systems, backups	A4	Ongoing	Annual

POR: The Risk Register forms part of the Council’s governance framework and supports compliance with the Annual Governance and Accountability Return (AGAR), including Assertion 10.

Tabley PC - Assertion 10 Action Plan							
Action Ref	Issue Raised	Action Required	Responsible	Target Date	Status	Evidence	Sign
A1	AGAR preparation & submission	Ensure AGAR reviewed, approved and submitted on time	Clerk/RFO	June annually	Ongoing	Minutes + AGAR submission	
A2	Website publication compliance	Upload AGAR Sections 1 & 2, Notice of Public Rights, Audit Report	Clerk	June–July annually	Ongoing	Website screenshots	
A3	Audit recommendations / Assertion 10	Record audit review and actions in minutes	Clerk / Council	Annual Meeting	Ongoing	Minutes	
A4	Data protection / IT resilience	Ensure secure storage and backups of records	Clerk	Ongoing	Ongoing	System records	
A5	Financial transparency	Publish payments, agendas and minutes regularly	Clerk	Monthly	Ongoing	Website	

15. Exclusion of the Public and Press

To consider passing a resolution, in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude members of the public and press from the meeting during consideration of the following item(s) due to the confidential nature of the business to be transacted.

PART B – CONFIDENTIAL ITEMS

15. Confidential / Staffing Matters (if applicable)

15.1 To consider any confidential matters relating to staffing, contracts, or other sensitive issues.

16. Any Other Business (for information only)

To receive any items of information.

POR:

No decisions can be made under this item.

17. Date of Next Meeting

17.1 **Monday 6 July 2026, 7:30pm** at Mere & Tabley Community Club

Sharon Booth

Parish Clerk

3rd April 2026