

Notice of Meeting

Councillors are hereby summoned to attend the Annual meeting of

Carrington Parish Council to be held on:

Date: Thursday, 7th May 2026

Time: 6:30 PM

Venue: St Marys Church, Carrington

Agenda Part A (Public)

Welcome to the Annual Meeting. The Chair will open the meeting and outline housekeeping arrangements for Councillors and members of the public prior to commencement.

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 **Treasurer**.

2.3 To confirm that the Clerk will be the **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 and Confirmation of Quorum

4.1 To receive and approve apologies for absence and to confirm that the meeting is quorate.

5. Minutes of the Previous Annual Meeting

5.1 To approve and sign the minutes of the Monthly Meeting held on 12th March 2026, [P25LC to P28LC]

5.1.1 To consider matters arising from the minutes

6. Council Policies

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

- Standing Orders
- Financial Regulations
- Code of Conduct
- IT & GDPR Policy with Assertion 10 Action plan

7. Delegation Protocol

7.1 To consider and agree a protocol whereby, in circumstances where a response is required from Councillors within a specified period and no responses are received by the stated deadline, delegated authority be granted to the Chairperson, in consultation with the Clerk where appropriate, to act in order to meet required timescales, with any such action reported to the next meeting.

8. Declarations of Interest (DOI)

8.1 Members are requested to declare any disclosable pecuniary or personal interests in respect of items on the agenda.

9. Open Forum

A public session will be held prior to the meeting for comments on agenda items. Speakers will be limited to 2–3 minutes. Political discussions are not permitted. No further public input will be accepted once the Open Forum concludes.

10. Committees, Working Groups and Project Updates (Including Action Progress and Approvals)

10.1 To appoint Members to serve on each Committee and Working Group.

10.2 Approval of Expenditure – Committees and Projects

10.2.1 To consider and approve any associated expenditure and equipment purchases required to support approved Committees, Working Groups and Parish projects.

10.3 To receive updates, consider progress, and approve actions (where required) in relation to Committees, Working Groups, and ongoing Parish projects, including:

- Wood Trust / Environmental Initiatives (Cllr S. Hughes)
- St George's Church
- Parish Notice Boards
- Parish Signage
- Community Green Areas (including parks, fields, open spaces, and ornamental planting initiatives)
- Speed Indicator Devices (SIDs)

10.4 To note ongoing progress on ongoing or previously reported matters, and determine whether any formal decisions or further actions are required in respect of:

- Speed Indicator Devices – liaison with Trafford Council regarding installation and maintenance (*Status: Deferred*)
- Green Space Planting – including Woodland Trust engagement and highways licensing (*Status: Ongoing*)
- Corporate Engagement (Field Vision) – outreach to local businesses (*Status: Ongoing*)
- Strategic Planning Workshop – delivery plan development (*Status: Ongoing*)
- Signage (including vehicle signage) (*Status: In Abeyance*)
- Stamford Road Plots – awaiting response from Trafford Council (*Status: In Abeyance*)

11. Event Updates

11.1 To receive updates on upcoming events and to consider and agree, in principle, any proposed events.

12. Website

12.1 To be discuss the quotation for the website.

13. Planning Applications

13.1 To note any recent planning applications received from Trafford Borough Council.

POR: Any new planning applications received after the publication of this agenda will be reported at the meeting.

12.1.1 **117224/FUL/25** –144 Manchester Road, Carrington, Manchester, M31 4QN

Demolition of existing storage building an erection of new storage building and electricity storage building with new boundary treatments and associated landscaping.

Received 16/03/26 Cllrs Notified 16/03/26

14. Schedule of Meetings 2026–2027

14.1 To consider and approve the schedule of meetings for the municipal year 2026–2027.

- Thursday 7 May 2026, 6.30pm (*Annual Meeting*)
- Thursday 9 July 2026, 6.30pm
- Thursday 10 September 2026, 6.30pm
- Thursday 12 November 2026, 6.30pm
- Thursday 14 January 2027, 6.30pm
- Thursday 11 March 2027, 6.30pm

15. Finance

15.1 The Council will receive an update on the financial position for the period and review, approve, and authorise any payments since the last meeting.

15.2 **Bank Account balances:** To receive the balances from the Chairperson

15.3 Payments for approval

15.3.1 To approve the following payments in respect of work already undertaken:

- **Locum Clerk** – attendance at meeting held on 7th May 2026
- **Locum Clerk** – additional hours totalling 16 hours, undertaken between 7th and 10th April 2026 in respect of accounting work to bring Scribe up to date in preparation for the Annual Internal Audit

16. Annual Finance reporting

16.1 AGAR (Annual Governance and Accountability Return) 2025–2026

16.1.1 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.

16.2 Internal Audit Report & Risk Register 2026–2027

16.2.1 To review and approve the Risk Register for 2026–2027 and the associated Assertion 10 Action Plan (attached); and to note the findings of the Internal Audit Report 2024–2025 and formally adopt the Action Plan to address identified control weaknesses and ensure ongoing compliance with governance and accountability requirements.

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

16.2.2 Action Plan

1. Financial Controls

Implement monthly bank reconciliations with Councillor sign-off

Ensure all payments are approved prior to release

Develop and adopt a formal Investment Strategy

2. Procurement & Payments

Enforce Standing Orders and Financial Regulations for procurement

Introduce a formal invoice verification and certification process

Implement segregation of duties for payment setup and authorisation

3. Governance & Risk (HIGH PRIORITY)

Formally adopt and minute the Risk Register annually

Develop a clear risk scoring and reporting methodology

Ensure adequate insurance cover, including Clerk/RFO fidelity cover

Establish and maintain this Assertion 10 Action Plan with quarterly monitoring

4. Legal & Meetings Compliance

Ensure agendas are published with correct statutory notice (3 clear days)

Maintain full audit trail of lawfully called meetings

5. Budget & Financial Transparency

Record full budget and precept figures within minutes

Undertake annual review of earmarked reserves

6. HR & Asset Management

Implement a formal Clerk/RFO employment contract (NJC aligned)

Update and maintain a complete Asset Register, including land holdings

7. Transparency & AGAR Compliance

Ensure website compliance with all statutory publication requirements

Correctly set and publish Public Rights inspection periods

Ensure AGAR dates are formally minuted

CARRINGTON PC - RISK REGISTER IA AUDIT POINTS - FULL RR UPDATED							
Ref	Risk	Impact	Likelihood	Score	Controls	Action	Status Review
F6	Bank reconciliations not independently checked	3	2	6	Financial Regulations	Monthly reconciliations with member sign-off	Open Quarterly
F7	Payments approved retrospectively	3	2	6	Financial Regulations	Ensure approval before payment	Open Quarterly
F8	No investment strategy	3	2	6	Budget monitoring	Adopt Investment Strategy	Open Annual
F9	Procurement non-compliance	3	2	6	Standing Orders	Enforce procurement rules	Open Annual
F10	No invoice verification process	3	2	6	Clerk checks	Introduce certification process	Open Quarterly
F11	No segregation of duties	3	2	6	Dual signatories	Implement dual controls	Open Quarterly
G5	Risk register not formally adopted	3	2	6	Existing draft	Annual approval	Open Annual
G6	Unclear risk reporting	2	2	4	None	Define scoring method	Open Annual
G7	Insurance gaps (Clerk not covered)	3	2	6	Insurance policy	Ensure full coverage	Urgent Annual
G8	Failure to act on audit (Assertion 10)	3	3	9	Audit process	Create action plan	High Quarterly
G9	Agendas not published	3	2	6	Clerk process	Publish with notice	Open Ongoing
F12	Budget not clearly minuted	3	2	6	Budget discussions	Record full figures	Open Annual
F13	No reserves review	2	2	4	Budget process	Annual reserves review	Open Annual
O3	No employment contract	3	2	6	Informal	Implement contract	Open Annual
A1	Asset register incomplete	3	2	6	Existing register	Update assets	Open Annual
L3	Website compliance issues	3	2	6	Website	Compliance check	Open Quarterly
L4	Public rights notice incorrect	3	2	6	AGAR process	Correct dates	Open Annual
L5	AGAR dates not minuted	2	2	4	Clerk	Minute approvals	Open Annual

17. 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

18. Any Other Business (for information only)

18.1 To receive any items of information.

POR: No decisions can be made under this item.

19. Date of Next Meeting

19.1 The next meeting will be the **Monthly Meeting** scheduled for **Thursday 9 July 2026, 6.30pm** at St Marys Church.

Sharon Booth

S Booth, Parish Clerk
Carrington Parish Council
7th May 2026