# MINUTES OF THE MEETING OF ROPE PARISH COUNCIL HELD ON MONDAY MAY 18th 2026 AT NEW LIFE COMMUNITY CHURCH, FULLER DRIVE.

**PRESENT:**
Councillor Andy Pennance -Chair
Councillor Chris Flaherty – Vice Chair
Councillor Richard Weilding
Councillor Sue Jones
Councillor George Jones
Councillor Malcolm Crook
**In Attendance:**
Sue Togay – Clerk

## 1. APOLOGIES FOR ABSENCE:
Councillor Nick Churchill

## 2. DECLARATION OF INTEREST:
None.

## 3. MINUTES OF THE LAST MEETING:
**RESOLVED:** That the minutes of the meeting held on 16th March 2026 were approved as a correct record and signed by the Chair with the following amendment: Councillor Churchill was not in attendance and should have been recorded in apologies for absence.

## 4. MATTERS ARISING:
A bolt had been removed from one of the benches. The clerk to find a supplier and cost of replacement. Also details of the noticeboard key to be sent to the Chair.

## 5. PUBLIC PARTICIPATION.
None.

## 6. CHESHIRE EAST COUNCILLORS REPORT:
Councillor Gage was not in attendance.

## 7. ENVIRONMENTAL MATTERS:
**Litter Pick** – Councillors decided to arrange a litter pick on Gresty Lane and to arrange a second one thereafter. Suggested date 16th June at 1.30pm. Details to be confirmed.
**Pathway Acorn Bank Close** – As in previous years, councillors would meet to cut back and tidy up the area. Suggested date 29th June at 1.30. Details to be confirmed.

## 8. HIGHWAYS MATTERS:
Street Name Plates (SNP), Oakhurst Drive – The Chair and Clerk to recontact Councillor Gage to enquire if any funding is available The Clerk to resupply the response from the Freedom of Information Request to Councillors.

**9. POLICING MATTERS.**

- Councillor Sue Jones reported that she had spoken to PCSO Alexis Barrington and had invited her to the parish meetings. She had also requested that she attend the end of day on Fridays at Berkeley Academy.
- Speedwatch sessions had been carried out, and the Police had sent out several letters to speeding motorists.
- There was an e-bike in the Bankfield Avenue/Rope Bank Avenue area each am.

**10. PLANNING MATTERS:**

Ref: Application Number: 26/1743/HOUS
Proposal: Demolition of the existing detached garage and rear extensions. Construction of a single storey rear extension, new pitched roof over a decking area to the front of the dwelling and detached garage.
Location: 19, Salander Crescent, Wistaston, Crewe, Cheshire East, CW2 6SA
**Resolution:** No objection.

**11. FEEDBACK ON EXTERNAL MEETINGS:**

Councillor Flaherty and the Clerk had attended the Shavington Neighbourhood Plan Consultation.

**12. TO RECEIVE THE CLERK'S REPORT:**

All relevant correspondence received since the last meeting had been forwarded electronically to Councillors for their attention. All other matters were included in the body of the meeting.

- Work was being carried out in relation to the Audit for 2025/26.
- Appropriate policy documents had been written for approval including support from the Chair and Vice Chair.
- There had been no further progress on the Cheshire East license for the planter on Rope Lane.
- There was an increase in the room hire fee which was accepted and Councillors agreed that a 7.30pm start would be more appropriate moving forward.
- The Clerk to comply with the Pension Regulator procedure.

**13. FINANCE**

A thank you had been received from St Mary's Church regarding the donation given for the upkeep of the graveyard.

**A. REQUESTS FOR FINANCIAL ASSISTANCE:**

A request had been received from Shavington Academy in relation to the annual prize from Rope PC.
RESOLVED: that an amount of £200.00 be donated to Shavington Academy.

A request had been received from The Pastor of New Life Community Church in relation to a Summer Fayre.
RESOLVED: that an amount of £200.00 be donated to New Life Community Church

The Clerk to speak to Berkeley Academy with reference to the annual prize from Rope PC.

**B. PAYMENTS.**

**137 Payments:**

None.

**Approved Payments:**

| | |
|---|---|
| S Togay Clerk's Salary May | £219.84 |
| HMRC – May | £ 55.00 |
| S Togay Clerk's Salary – June | £219.84 |
| HMRC – June | £ 55.00 |
| ChALC | £640.00 |
| Clerk's Expenses 25/26 | £430.44 |
| S Togay (ink cartridges/paper/Microsoft License/stamps) | £ 133.14 |
| Shavington Academy | £ 200.00 |
| NLCC Fayre | £ 200.00 |
| S Togay (room hire) | £ 39.00 |

**C. AUDIT PROCEDURE.**

- To approve Section 1 – Annual Governance Statement (Page 5) of the AGAR 2025/2026
- To approve Section 2 – Accounting Statements (Page 6) of the AGAR

RESOLUTION: Rope PC approve the following for the Financial Year 2025/2026 -

Section 1 - Annual Governance Statement (Page 5) was approved by Councillors.
Section 2 - Accounting Statements (Pages 3 and 6)) were approved by Councillors.

The AGAR Pages 3, 5 and 6 was signed and dated which included The Certificate of Exemption (Page3) by The Chair and Clerk as appropriate in order to be included in the Audit Procedure to be sent to the Internal Auditor.

**14. TO APPROVE THE BANK RECONCILIATION TO YEAR END 31ST MARCH 2026.**

RESOLVED: The bank reconciliation to year end 31st March 2026 was received and approved.

**15. TO APPROVE THE BUDGET REVIEW TO YEAR END 31ST MARCH 2026.**

RESOLVED: The budget review to year end 31st March 2026 was received and approved.

**16. TO CONSIDER AND ADOPT AMENDMENTS TO FINANCIAL REGULATIONS. RESOLVED:**

A draft amended copy of the Financial Regulations had been circulated for consideration.

RESOLVED: that the following additions/amendments are approved and adopted within Rope Parish Council's Financial Regulations:

Addition:
1.3 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

Addition:
1.4 The RFO holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practises;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- Seeks economy, efficiency, and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

Addition:
1.5 The council must not delegate any decision regarding:

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors.
- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £1,000.

Amendment:
2.1 The RFO shall formulate and submit proposals for consideration by the Parish Council at its meeting in November each year by preparing a budget for approval and shall recommend the precept to be levied for the ensuing financial year in accordance with The Local Government Finance Act 1982 or succeeding legislation.

Amendment:
4.2 A quarterly Budget Review and Bank Reconciliation shall be presented to full council for consideration and approval at the next meeting after the month ends of June, September, December, and March.

Amendment:
8.1 Where it is intended to enter into a contract/tender:

a) Exceeding £1,000 in value for the supply of goods, materials, or work, the Clerk shall invite tenders at least three times.
b) For expenditure of £1,000 or less in value, the Parish Council shall approve expenditure.

Addition:
11.1 Risk Management is also about financial management, internal controls, and adequacy of insurance cover in order that the Parish Council may achieve its objectives to deliver high quality public service. These issues are included within the Council's Risk Assessment which is reviewed annually.

A fully amended copy of the Financial Regulations to be circulated to Councillors.

**17. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES:**

**Personal Data Management & Audit Policy**

RESOLVED: Rope Parish Council resolved to adopt the Data Management & Audit Policy.

**Publication Scheme.**

RESOLVED: Rope Parish Council resolved to adopt the Publication Scheme.

**Accessibility Statement.**

RESOLVED: Rope Parish Council resolved to adopt the Accessibility Statement with further work to be undertaken to confirm current compliance.

Note: The Email and Communications Policy and Social Media Policy will be considered for approval at the July meeting.

**18. ANY OTHER BUSINESS:**

- As the Chair and Vice Chair are not available for the 21st September meeting, Councillors will be asked to consider moving the September meeting to another date.
- Councillors are requested to consider articles for a newsletter at the July meeting.

**19. DATE OF NEXT MEETING,**

Monday 20th July 2026,