

Rowton Parish Council

Email: rowtonclerk@hotmail.co.uk
Website: www.rowtonparishcouncil.org.uk

22nd August 2025

To the Members of Rowton Parish Council

Dear Councillor

You are hereby summoned to attend the **ORDINARY MEETING** of **Rowton Parish Council** to be held on **Monday, 1st September 2025 at 7.00pm at Rowton Methodist Church**, when the undermentioned business is to be transacted.

Yours faithfully

Muna Clough

Rowton Parish Clerk and Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

2. DECLARATION OF INTERESTS

To receive any declarations of interest from Members of the Parish Council.

3. MINUTES

The Minutes of the proceedings of the Annual Meeting of the Parish Council on the 22nd May 2025 and the Extraordinary Meeting of the Parish Council held on Thursday 24th July 2025 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

4. PUBLIC FORUM

To consider any questions raised by Members of the Public.

5. CHESTER GREENBELT ALLIANCE

Councillor Fildes to report any updates and the Parish Council to agree the next steps regarding the Chester Greenbelt Alliance.

6. PARISH PRIORITY STATEMENT FOR ROWTON

- (i) Councillor Fildes to explain the importance of a Parish Priority Statement for Rowton.
- (ii) The Parish Council to consider and agree whether it wishes to develop a document for Rowton

7. NEW .GOV WEBSITE

To approve the transfer of the Parish Council's website and email address to a .GOV domain, provided by HugoFox. The costs of which are as follows:-

£189 + VAT website build fee.

£9.99 + VAT per month for Hosting

£2.49 + VAT per month for 1 x .gov.uk email

8. BANKING

To approve the following updates to the Parish Council's bank account:-

- (i) Removal of former Clerk
- (ii) Adding the new Clerk

9. REQUEST FOR FINANCIAL ASSISTANCE

To consider the attached request for financial assistance for the St James Christleton Church Development.

10. RECRUITMENT OF NEW COUNCILLOR

Councillor Smythe to seek and agree ways to encourage the recruitment of a new Councillor.

11. CAROLS ON THE GREEN

- (i) Councillor Smythe to seek approval of individual Councillor roles in the festivities.
- (ii) The Parish Council to consider publishing a Newsletter to advertise the carols, and to agree the Lead Councillor for this project.

12. PARISH COUNCIL DOCUMENTS REVIEW

The Chair to seek to discuss and agree a review of the Parish Council documents and their long-term storage, including:-

- Agreeing the types of documents of local interest that Councillors wish to retain;
- The Clerk to ensure that all documents that are legally required, are available electronically;
- To consider the costs to review and store.

13. NEW CLERK

The Chair to seek consideration of the following matters and to ask the Parish Council to agree the next steps:-

- Arrange handover meeting with former Clerk;
- Review of any missed actions/annual activities during interregnum;
- Potential costs.

14. DATE OF NEXT MEETING

Members to note that the date of the next meeting is Monday, 3rd November 2025.

15. URGENT ITEMS

To consider any other items which the Chair is of the opinion shall be dealt with as a matter of urgency.