

3 May 2011

Dear Councillor

PARISH COUNCIL ANNUAL MEETING

I am informed by Wakefield MDC that your election to the Parish Council is uncontested and you are therefore summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on **Tuesday 10 May 2011** in the Village Institute, High Street, Crigglestone at 7.00pm where the following business will be transacted:

There will be a 15-minute 'Open Session' prior to the commencement of the meeting to take questions from members of the public.

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1. Appointment of Chair.
2. Appointment of Vice Chair.
3. To accept apologies for absence.
4. Declarations of interest in items on the agenda.
5. To receive such items that the Chairman may wish to lay before the Council.
6. To confirm the minutes of the meeting held on 5 April 2011 (attached).
7. To report matters arising from those minutes not on the agenda, for information only.
8. To agree that members of the press and public be asked to leave the meeting following agenda item 42.
9. To receive the Police Report.
 - i. To confirm carry forward of funds for 2011/12.
10. To appoint members to the Parks and Open Spaces Committee.
11. To consider amalgamation of the Health & Safety and Finance & Audit Committees.
12. Subject to the outcome of the preceding item, to appoint members to the new committee or the existing committees.
13. To appoint members to the Personnel Committee.
14. To appoint members to the Rights of Way Committee.
15. To appoint members to Hall Green Community Centre Management Committee.
16. To appoint members to the Community Hero Committee.
17. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.
18. To discuss a review of terms of reference for committees.
19. To review representation on external bodies.

20. To review the Council's and employees' membership of other bodies.
21. To consider a review of standing orders/financial regulations/complaints procedure.
22. To establish procedures for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
23. To confirm date and time of meetings 2011/12.
24. To receive report from the Parks and Open Spaces Committee.
25. To receive report from the Health & Safety Committee (minutes attached).
 - i. To approve the Risk Assessment for audit purposes (attached).
26. To receive report on rights of way matters.
 - i. To consider issues regarding footpath from Hall Lane to Stoney Lane
27. To receive report from the Finance and Audit Committee (minutes attached).
28. To discuss Hall Green Community Centre.
29. To consider complaint regarding salt bin on Hall Lane (information attached).
30. To consider parking issues at Dennington Lane.
31. To consider drainage issues at Wadhouse Lane.
32. Village Institute Matters:
 - i. To approve minutes of the meeting held on 5 April 2011 (attached).
 - ii. To receive and approve the year end Receipts and Payments Account (attached).
 - iii. To discuss issues arising.
 - iv. To discuss WREN funding available for community projects including Village Halls
 - v. To approve payment of accounts.
33. Feedback from meetings:
 - i. Town and Parish Councils Liaison Group: Cllr Peebles and the Clerk.
 - ii. Connecting the Leeds City Region to its urban/rural fringes – the Clerk.
 - iii. Meeting with Peel representatives – Cllrs Daniels and Wainwright.
34. Financial Matters:
 - i. To approve payment of accounts.
 - ii. To receive and approve quarterly accounts to 31 March 2011 (copy attached).
 - iii. To receive and approve the budget out-turn report for the year 2010/11 (copy attached).
 - iv. To receive and approve the year end 2010/11 Receipts and Payments Account (copy attached).
 - v. To receive and approve a revised budget for 2011/12 (copy attached).
 - vi. Review of internal controls.
 - vii. Report on outstanding loans (copy attached).
 - viii. To agree statement of assets.
 - ix. To approve annual governance statement.
 - x. To approve posting of 'Electors' Rights' notice.
 - xi. To consider revised grant aid application from Newmillerdam Methodist Church (further information attached, please bring previous form).
 - xii. To consider grant aid application from Time For Us (attached).
35. To receive items of correspondence (attached).
36. To consider attendance at YHRTP/YLCA/ERNLLCA conference, Willerby, North Yorks, Friday 23 to Sunday 25 Sept 2011.

- 37. To discuss planning applications (attached).
 - i. To receive update on enforcement queries
- 38. To receive update from District Councillors.
- 39. To receive update on Parish Matters (attached).
- 40. To receive items regarding Parish Matters.
- 41. To consider communication items:
 - i. Press Reports – Items for Publication.
 - ii. Input to next Parish Link magazine.
 - iii. To approve items for the Web Site.
 - iv. To consider next newsletter.
- 42. To confirm that the next meeting of the Parish Council will be held at 7.00pm on Tuesday 1 June 2011 in the Village Institute, High Street, Crigglestone.

IN PRIVATE

- 43. None.

Yours sincerely

Janet Mitchell

Clerk to the Council