

26<sup>th</sup> April 2016

### **ANNUAL PARISH COUNCIL MEETING**

You are hereby summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on **Tuesday 3rd May 2016** in the Village Institute, High Street, Crigglestone at 7.00 pm, where the following business will be transacted:

**Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.**

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1. Appointment of Chair.
2. Acceptance of Office signed by Chairman
3. Appointment of Vice Chair.
4. To accept apologies for absence.
5. Declarations of interest in items on the agenda.
6. To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011.
7. To receive such items that the Chairman may wish to lay before the Council.
8. To approve the Risk Assessments for audit purposes (attached)
  - i. Village Institute
  - ii. Crigglestone Parish Council
9. To review delegation to committees and staff.  
(£500 authorised spend to POS and H&S&F cttees).
10. To review terms of reference for committees (please refer to your own copies prior to the meeting)
11. To appoint council members to the following Committees for 2016/17:
  - i. Parks and Open Spaces
  - ii. Health & Safety and Finance
  - iii. Personnel
  - iv. Rights of Way

- v. Complaints
  - vi. Hall Green Community Centre Management
  - vii. Village Institute Charity
12. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.
  13. To appoint members and others to the Community Hero Working Party.
  14. To review standing orders/financial regulations/complaints procedure.
  15. To review representation on external bodies:
    - i. West Yorkshire Accessibility Partnership
    - ii. 45<sup>th</sup> Durkar Scouts
    - iii. Wakefield Access Forum
    - iv. YLCA
    - v. NALC
    - vi. Transport (currently Cllrs Daniels & Craven)
    - vii. Police (currently Cllr Platten, Chair and 1 other)
  16. To review the Council's and employees' membership of other bodies.
    - i. Yorkshire Local Council's Association
    - ii. National Association of Local Councils
    - iii. Rural Action Yorkshire
    - iv. The Society of Local Council Clerks
  17. To review procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (please refer to your own copies prior to the meeting or the website)
  18. To review the policy for dealing with the press/media and reword item 9 to read"  
The recording of Council meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but recording must be carried out in accordance with rules adopted by the Council".
  19. To consider earlier start time of monthly council meetings 2016/17
  20. To confirm frequency of monthly council meetings 2016/17.
  21. Financial Matters:
    - i. To receive and approve quarterly accounts to 31 March 2016 (attached).
    - ii. **(a)** To receive and approve the year end 2015/16 Receipts and Payments Account (attached).  
**(b)** To receive and approve the bank reconciliation for the year ending 31 March 2016 (attached).
    - iii. To receive and approve the budget out-turn report for the year 2015/16 (attached).
    - iv. To agree statement of assets at 31 March 2016 (attached).
    - v. To receive and approve budgets and estimates for 2016/17 (attached).
    - vi. To review internal financial controls (attached).
    - vii. To receive report on outstanding loans (attached).
    - viii. To approve payment of accounts.
  22. To approve Annual Return (Variances) (attached).

23. To approve Annual Return Governance statement.
24. To note the minutes of the Annual Parish Meeting held on 5 April 2016 (attached).
25. To approve the minutes of the Parish Council meeting held on 5 April 2016 (attached).
26. To report matters arising from the Parish Council minutes not on the agenda, for information only.
27. To receive the Police report (attached if available).
28. To receive the minutes of Parks and Open Spaces Committee held 18<sup>th</sup> April 2016 (attached)
29. To receive the minutes of Health & Safety and Finance Committee held 19 April 2016 (attached).
30. To discuss Hall Green Community Centre matters.
31. To consider Village Institute Charity Committee matters.
  - i. To receive minutes of VICC meeting held on 5 April 2016 (attached).
  - ii. To sign cheques on behalf of the Village Institute Charity.
32. To receive Clerk's report (attached).
33. To receive items of correspondence (attached).
34. Planning applications for consideration (attached)
35. To receive updates from District Councillors.
36. To consider communication items:
  - i. Press reports – Wakefield Express.
  - ii. Input to next Parish Link magazine.
  - iii. Items for the web site.
37. To consider items for next newsletter.
38. To consider commemorative arrangement for the Battle of the Somme
39. To receive feedback from West Yorkshire Combined Authority re: bus service provision
40. To confirm date and time of next meeting of the Parish Council in the Village Institute, High Street, Crigglestone.

**IN PRIVATE**

No business to be transacted

Yours sincerely

Ms S Mozer  
Clerk to the Council