

24 April 2012

Dear Councillor

PARISH COUNCIL MEETING

You are hereby summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on **Tuesday 1 May 2012** 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.

A	G	E	N	D	A
----------	----------	----------	----------	----------	----------

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 3 April 2012 (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 39.
9. Police matters: To receive the Police Report.
10. To appoint members to the Parks and Open Spaces Committee.
11. To appoint members to the Health & Safety and Finance Committee.
12. To appoint members to the Personnel Committee.
13. To appoint members to the Rights of Way Committee.
14. To appoint members to the Community Plan 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 (attached).
23. To confirm date and time of meetings 2012/13.
24. To receive report from the Parks and Open Spaces Committee (minutes attached).
25. To receive report from the Health & Safety and Finance Committee (minutes attached).
 - i. To approve the Risk Assessment for audit purposes (attached).
26. To receive report on rights of way matters.
27. To discuss Hall Green Community Centre including proposed extension.
28. To consider Village Institute Charity Committee matters.
 - i. To note minutes of VICC meeting held on 3 April 2012 (attached).
 - ii. To note year end 2011/12 Receipts and Payments Account (attached).
 - iii. To sign cheques on behalf of the Village Institute Charity.
 - iv. To discuss rededication of the Miners painting.
29. To receive feedback from meetings:
 - i. Meetings with WMDC re footpath matters and traffic issues.
 - ii. Town and Parish Councils Liaison Group meeting.
30. Crigglestone Community-Led Plan:
 - i. To receive update on Committee matters.
 - ii. To receive minutes of the Steering Group meeting 11 April (attached).
 - iii. To consider future of Steering Group and Committee.
31. Financial Matters:
 - i. To approve payment of accounts.
 - ii. To receive and approve quarterly accounts to 31 March 2012 (attached).
 - iii. To receive and approve the budget out-turn report for the year 2011/12 (attached).
 - iv. To receive and approve the year end 2011/12 Receipts and Payments Account (attached).
 - v. To receive and approve budgets and estimates for 2012/13 (attached).
 - vi. To review of internal financial controls (attached).
 - vii. To receive report on outstanding loans (attached).
 - viii. To agree statement of assets (attached).
 - ix. To approve annual governance statement.
 - x. To approve posting of 'Electors' Rights' notice.
 - xi. To consider grant aid application from Sandal & Chevet District Girl Guides (attached).
32. To receive items of correspondence (attached).
33. To discuss celebration of Queen's Diamond Jubilee.
34. To discuss planning matters:
 - i. To consider new applications/decisions (attached).
 - ii. To receive update on enforcement matters.
 - iii. To discuss recent developments re air quality management and other issues in the Durkar area with regard to the site off St James Way (correspondence attached).
 - iv. To discuss National Planning Policy Framework and Planning Policy for Traveller Sites.
35. To receive update from District Councillors.

36. To receive update on Parish Matters (attached).
37. To receive items regarding Parish Matters.
38. 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 draft newsletter.
39. To confirm that the next meeting of the Parish Council will be held at 7.00pm on Tuesday 29 May 2012 in the Village Institute, High Street, Crigglestone.

IN PRIVATE

40. To consider personnel matters.

Yours sincerely

Janet Mitchell

Clerk to the Council