

6 May 2015

Dear Councillor

ANNUAL PARISH COUNCIL MEETING

Having been elected unopposed, you are hereby summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on **Tuesday 12 May 2015** 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.



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 consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011.
6. To receive such items that the Chairman may wish to lay before the Council.
7. To approve the minutes of the Annual Parish Meeting held on 7 April 2015 (attached).
8. To confirm the minutes of the Parish Council meeting held on 7 April 2015 (attached).
9. To report matters arising from the Parish Council minutes not on the agenda, for information only.
10. To agree that members of the press and public be asked to leave the meeting following agenda item 45.
11. To consider co-option: the Clerk.
12. To receive the Police report (attached).
13. To receive report from the Parks and Open Spaces Committee:
14. To receive report from the Health & Safety and Finance Committee (minutes attached).
15. To approve the Risk Assessment for audit purposes (attached).
16. To receive report on rights of way matters.
17. To discuss Hall Green Community Centre matters.
18. To consider Village Institute Charity Committee matters.
 - i. To note minutes of VICC meeting held on 7 April 2015 (attached).

- ii. To sign cheques on behalf of the Village Institute Charity.
 - iii. To note year end 2014/15 Receipts and Payments Account.
- 19. To review delegation to committees and staff.
- 20. To review terms of reference for committees.
- 21. To appoint members to the Parks and Open Spaces Committee.
- 22. To appoint members to the Health & Safety and Finance Committee.
- 23. To appoint members to the Personnel Committee.
- 24. To appoint members to the Rights of Way Committee.
- 25. To appoint members to the Complaints Committee.
- 26. To appoint members to the Village Institute Charity Committee.
- 27. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.
- 28. To appoint members to Hall Green Community Centre Management Committee.
- 29. To appoint members and others to the Community Hero Working Party.
- 30. To review standing orders/financial regulations/complaints procedure.
- 31. To review representation on external bodies.
- 32. To review the Council's and employees' membership of other bodies.
- 33. To review the Council's complaints procedure.
- 34. To review procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 35. To review the policy for dealing with the press/media.
- 36. To consider appointment to the Police Independent Advisory Groups and Scrutiny Panels.
- 37. To confirm date and time of meetings 2015/16.
- 38. To receive Clerk's report (attached).
- 39. To receive feedback from meetings: Town and Parish Councils Liaison Group.
- 40. Financial Matters:
 - i. To approve payment of accounts.
 - ii. To receive and approve quarterly accounts to 31 March 2015 (attached).
 - iii. (a) To receive and approve the year end 2014/15 Receipts and Payments Account (attached).
(b) To receive and approve the bank reconciliation for the year ending 31 March 2015 (attached).
 - iv. To receive and approve the budget out-turn report for the year 2014/15 (attached).
 - v. To agree statement of assets at 31 March 2015 (attached).
 - vi. To receive and approve budgets and estimates for 2015/16 (attached).
 - vii. To review internal financial controls (attached).
 - viii. To receive report on outstanding loans (attached).
 - ix. To approve Annual Return (Variances) (attached).
 - x. To approve annual governance statement.
 - xi. To consider recognition of retiring councillors.
- 41. To receive items of correspondence (attached).
- 42. To discuss planning matters and highway matters:
 - i. To consider new applications/decisions (attached).
 - ii. To consider enforcement matters.
- 43. To receive updates from District Councillors.
- 44. To consider communication items:
 - i. Press reports – items for publication.
 - ii. Input to next Parish Link magazine.
 - iii. Items for the web site.

iv. To consider items for next newsletter.

45. To confirm that the next meeting of the Parish Council will be held at 7.00pm on Tuesday 2 June 2015 in the Village Institute, High Street, Crigglesstone.

IN PRIVATE

46. None.

Yours sincerely

Janet Mitchell

Clerk to the Council