

26 April 2010

Dear Councillor

**PARISH COUNCIL ANNUAL MEETING**

You are hereby summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on **Tuesday 4 May 2010** 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.**



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 6 April 2010 (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 40.
9. To receive the Police Report.
  - To discuss carry forward/confirmation of funds for 2010/11.
10. To receive report from the Parks and Open Spaces Committee (draft minutes attached).
11. To receive report from the Health & Safety Committee.
  - To approve the Risk Assessment for audit purposes (attached).
12. To receive report from Rights of Way Committee.
13. To receive report from the Finance and Audit Committee.
14. To discuss Hall Green Community Centre.
15. Village Institute Matters:
  - i. To approve minutes of the meeting held on 6 April 2010 (attached).
  - ii. To receive and approve quarterly accounts to March 2010 (attached).
  - iii. To receive the year end Receipts and Payments Account (attached).
  - iv. To discuss issues arising.
  - v. To approve payment of accounts.

16. Feedback from meetings:
  - Highway winter service operational plans – Cllr Mrs Craven.
17. To appoint members to the Parks and Open Spaces Committee.
18. To appoint members to the Health & Safety Committee.
19. To appoint members to the Personnel Committee.
20. To appoint members to the Rights of Way Committee.
21. To appoint members to Hall Green Community Centre Management Committee.
22. To appoint members to the Finance and Audit Committee.
23. To appoint members to the Community Hero Committee.
24. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.
25. To review terms of reference for committees (attached).
26. To review representation on external bodies.
27. To review the Council's and employees' membership of other bodies.
28. To establish procedures for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
29. To confirm date and time of meetings 2010/11.
30. To receive update on casual vacancy.
31. To receive update on review of standing orders.
32. Financial Matters:
  - i. To approve payment of accounts.
  - ii. To receive and approve quarterly accounts to 31 March 2010 (copy attached).
  - iii. To receive and approve the budget out-turn report for the year 2009/10 (copy attached).
  - iv. To receive and approve a revised budget for 2010/11 (copy attached).
  - v. To receive and approve the year end 2009/10 Receipts and Payments Account (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 grant aid application from Sandal and Chevet District Girl Guiding (attached).
33. To receive items of correspondence (attached).
34. To discuss planning applications (attached).
35. To discuss response to Metro Local Accessibility Plan (please bring form circulated in April)
36. To receive update from District Councillors.
37. To receive update on Parish Matters (attached).
38. To receive items regarding Parish Matters.
39. 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.

40. To confirm that the next meeting of the Parish Council will be held at 7.00pm on Tuesday 1 June 2010 in the Village Institute, High Street, Crigglesstone.

**IN PRIVATE**

41. To consider quotes for tree surveys.

Yours sincerely

***Janet Mitchell***

Clerk to the Council