



## **CRIGGLESTONE PARISH COUNCIL**

Web site: [www.crigglestonepc.org](http://www.crigglestonepc.org)

**The next meeting of Crigglestone Parish Council will be the ANNUAL MEETING, Tuesday 2nd May 2016 in the Village Institute, High Street, Crigglestone at 6.00 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.**

### **A G E N D A**

- 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 agree that members of the press and public be asked to leave the meeting following agenda item 38**
- 8. To receive such items that the Chairman may wish to lay before the Council**
- 9. To consider the recommendation from the H&S and Finance Committee's review of the Risk Assessments, that the following are approved for 2017/18**
  - i. Village Institute
  - ii. Crigglestone Parish Council
- 10. To review delegation to committees and staff for 2017/18**
  - i. POS Committee - £500 per year
  - ii. H&S and Finance Committee - £500 per year
  - iii. The Clerk is given delegated authority in the months of July and August where there are no meetings, in consultation with either the Chair or Vice Chair
- 11. To review Terms of Reference for committees for 2017/18**
  - i. Parks and Open Spaces
  - ii. Village Institute Charity Committee
  - iii. Personnel Committee
  - iv. Rights of Way Committee
  - v. Health, Safety and Finance Committee
- 12. To appoint council members to the following Committees/Working Party for 2017/18**
  - i. Parks and Open Spaces
  - ii. Health & Safety and Finance
  - iii. Personnel
  - iv. Rights of Way
  - v. Complaints

Parish Clerk – Ms S Mozer

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Responsible Finance Officer – Mrs J Massey

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- vi. Hall Green Community Centre Management
- vii. Village Institute Charity
- viii. Community Hero Working Party
- 13. **To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.**
- 14. **To review Governing documentation for 2017/18**
  - i. \*Standing Orders
  - ii. \*Code of Conduct
  - iii. \*Financial Regulations
  - iv. Financial Internal Controls
  - v. Model Publication Scheme
  - vi. Complaints Procedure
  - vii. \*Discipline & Grievance arrangements
  - viii. Recording of Meetings
  - ix. Media Policy
  - x. Grant Aid policy and application form
  - xi. Freedom of Information policy
- 15. **To review representation on external bodies**
  - i. 45<sup>th</sup> Durkar Scouts (currently Cllr Craven)
  - ii. YLCA (currently Cllrs Binns, Craven & Colley)
  - iii. NALC (currently Cllrs Oxspring and Colley)
  - iv. Transport (currently Cllrs Daniels & Craven)
  - v. Police (currently Cllr Platten, Chair and 1 other from Colley & Denton)
- 16. **To review the Council's and employees' membership of other bodies.**
  - i. Yorkshire Local Council's Association (YLCA)
  - ii. National Association of Local Councils (NALC)
  - iii. Rural Action Yorkshire (RAY)
  - iv. The Society of Local Council Clerks (SLCC)
- 17. **To consider earlier start time of all monthly council meetings 2017/18**
- 18. **To confirm frequency of monthly council meetings 2017/18**
- 19. **Financial Matters:**
  - i. To receive and approve quarterly accounts to 31 March 2017
  - ii. To receive and approve the year end 2016/17 Receipts and Payments Account
  - iii. To receive and approve the bank reconciliation for the year ending 31 March 2017
  - iv. To receive and approve the budget out-turn report for the year 2016/17
  - v. To agree Asset Register as at 31 March 2017
  - vi. To receive and approve budgets and estimates for 2017/18
  - vii. To review internal financial controls
  - viii. To receive report on outstanding loans
  - ix. To approve payment of accounts
- 20. **To consider for approval, the statements of Section 1 Annual Return - Governance**
- 21. **To consider for approval the Section 2 Annual Return - Accounting statement**
- 22. **To receive verbal update of the requirement to publicise the 'Notice of Public Rights & Publication of unaudited Annual Return' over the period 5<sup>th</sup> June 2017 – 14<sup>th</sup> July 2017**
- 23. **To consider Village Institute Charity Committee matters.**
  - i. To receive minutes of VICC meeting held on 3/4/17
  - ii. To sign cheques on behalf of the Village Institute Charity.
- 24. **To note the minutes of the Annual Parish Meeting held on 4 April 2017**

25. To approve as an accurate record the minutes of the Parish Council meeting held 4 April 2017
  26. To receive information (matters arising) on ongoing issues and decide further action where necessary
  27. To receive the Police report
  28. To receive updates from District Councillors
  29. To receive the minutes of Parks and Open Spaces Committee held 27/3/17
  30. To receive the minutes of Health & Safety and Finance Committee held 19/4/17
  31. To discuss Hall Green Community Centre matters
  32. To consider parking restriction measures for the Village Institute car park
  33. To receive Clerk's report
  34. To receive items of correspondence –items 1-8,
  35. **Planning applications for consideration**
    - i. App. No: 17/00938/CPL, 112 Copeworth Drive Hall Green, Single storey extension to rear.
    - ii. App. No: 17/00904/TPO, 7 Oakhall Park Crigglestone, TREE PRESERVATION ORDER: Wakefield M.D.C TPO No. 81, G3 Hawthorn; G4 Cypress/Hawthorn, Works - REMOVE
    - iii. App. No: 17/00858/FUL, 110 Hollin Drive Durkar, Garage and store to rear
  36. **Highway matters**
    - i. To consider proposed stopping up of Highway at 420 Denbydale Road East, Durkar, Wakefield, WF4 3AD
  37. **To consider communication items:**
    - i. Wakefield Express, input for the June Parish Link magazine, items for the web site.
  38. **To confirm date and time of next meeting** of the Parish Council in the Village Institute, High Street, Crigglestone. Tuesday 6<sup>th</sup> June 2017 at - time TBC
- IN PRIVATE**
39. **To receive update on RFO vacancy**
  40. **RFO additional hours**
    - i. To approve that the current RFO is remunerated for hours worked to facilitate year end, Annual Return, Internal Audit visit and period of inspection of accounts which occur after her employment end date of 30<sup>th</sup> April 2017, on submission of a timesheet.

Yours sincerely

*S Mozer*

Ms S Mozer  
Clerk to Crigglestone Parish Council