



CRIGGLESTONE PARISH COUNCIL

Web site: www.crigglestonepc.org

23rd April 2018

ANNUAL MEETING of the PARISH COUNCIL

Will be held on **Tuesday 1st May 2018** 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. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. To accept apologies for absence**
- 4. To receive any declarations of interest from Members**
- 5. To consider requests received by the Clerk for dispensations under Section of the Localism Act 2011.**
- 6. To agree that members of the press and public be asked to leave the meeting where required.**
- 7. To receive such items that the Chairman may wish to lay before the Council.**
- 8. To approve the minutes of the Annual Parish meeting held on 10th April 2018**
- 9. To approve as an accurate record the minutes of the meeting held on 10th April 2018**
- 10. To receive information (matters arising) on ongoing issues and decide further action where necessary**
- 11. Financial Matters:**
 - i. To approve payment of accounts on May schedule (tabled)
 - ii. To receive and approve quarterly accounts and bank statement to 31 March 2017/18 (enc)
 - iii. To receive and approve the year end 2017/18 Receipts and Payments Account
 - iv. To receive and approve the bank reconciliation for the year ending 31 March 2018 (tabled)
 - v. To receive and approve the budget out-turn report for the year 2017/18 (enc)
 - vi. To receive report on outstanding loans - no loans

- 12. To consider for approval, the statements of Section 1 Annual Governance & Accountability Return 2017/18**
- 13. To consider for approval the Section 2 Annual Governance & Accountability Return 2017/18 accounting statement**
- 14. To receive 'Confirmation of the dates of the period for the exercise of public rights of unaudited Annual Governance & Accountability Return' over the period 2nd July to 10th August 2018**
- 15. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2018/19**
 - 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
 - viii. Appeals committee – (3 required from those not on personnel)
- 16. To review Committee Terms of Reference for 2018/19**
 - i. Parks and Open Spaces
 - ii. Village Institute Charity Committee
 - iii. Personnel Committee (tabled)
 - iv. Rights of Way Committee
 - v. Health, Safety and Finance Committee
- 17. To appoint members, including Convenors, to serve on the under-mentioned Working Groups as required and draw up terms of reference.**
 - i. Community Hero Working Group
- 18. To review delegation to committees and staff for 2018/19**
 - i. POS Committee - £500 per year
 - ii. H&S and Finance Committee - £500 per year
 - iii. The Clerk is given delegated decision-making authority in the months of July and August where there are no meetings, in consultation with either the Chair or Vice Chair.
- 19. To receive and approve recommendation from the H&S and Finance Committee meeting of 16th April that the following Risk Assessments and other policies are approved as reviewed & amended for 2018/19.**
 - i. Village Institute Risk Assessment (enc)
 - ii. Crigglestone Parish Council Risk Assessment (enc)
 - iii. Internal Financial Controls policy (approved at last meeting as fit for purpose)
 - iv. Online banking policy with Unity Trust Bank
 - v. Council's Asset Register
 - vi. Council's annual insurance policy
- 20. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.**
- 21. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.**

22. **To review and decide on amendments to Council policies for 2018/19**
(Clerk recommends that those * are deferred to the June meeting)
 - i. Standing Orders (enc)
 - ii. Discipline and Grievance arrangements (enc)
 - iii. Complaints procedure (enc)
 - iv. Financial Regulations – separate meeting to be arranged
 - v. *Model Publication Scheme, *Recording of Meetings, *Media Policy, *Grant Aid policy and application form, *Freedom of Information policy
23. **To appoint representatives on the under mentioned bodies as required:**
 - i. YLCA & NALC (Cllrs Binns, Craven, Colley, Oxspring)
 - ii. Transport (Cllrs Daniels & Craven)
 - iii. Police (Cllrs Platten, chair and 1 other from Colley & Denton)
 - iv. 45th Durkar Scouts (Cllr Craven)
24. **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)
25. **To receive Clerk's report**
26. **To receive items of correspondence**
27. **To consider recommendation from personnel committee meeting of 27th April re RFO resignation and business continuation (no press/public)**
28. **GDPR requirements before May 25th**
 - i. Feedback from YLCA training of 12th April 2018
 - ii. To approve and adopt required policies
 - iii. To appoint a Data Protection Officer (DPO)
29. **Purchase of land to rear of 56 Stoney Lane**
30. **Battle's Over – WW1**
31. **To approve council's letter of complaint to Prime Minister re Policing decline**
32. **Planning applications for consideration**
33. **To receive the Police report**
34. **To receive updates from District Councillors**
35. **To receive minutes and recommendations and for committee members to approve minutes**
 - i. Health & Safety and Finance Committee held 16th April 2018
 - ii. Village Institute held 18th April 2018
 - iii. Personnel held 27th April 2018
36. **Hall Green Community Centre matters.**
37. **Parks & Open spaces matters**
38. **To consider communication items:**
 - i. Press reports – Wakefield Express, Input to next Parish Link magazine, Items for the web site/FB.
39. **To confirm date and time of next meeting of the Parish Council in the Village Institute, High Street, Crigglestone. Tuesday 5th June 2018 at 6pm**

Yours sincerely

Ms S Mozer, Clerk to Crigglestone Parish Council