

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the Annual Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Monday 13 May** at **7:00pm**, for the purpose of transacting the business set out on the Agenda below.

Members of the press and public are invited to attend and may address the Council at the invitation of the Chairman.

Jane Markham MA, ACIS, PSLCC
Clerk to Addingham Parish Council
7 May 2019

AGENDA

1. **Election of Chairman**

To elect the Chairman to serve until the date of the next Annual Meeting of the Council, and to receive the Chairman's signed Declaration of Acceptance of Office.

2. **Election of Vice-Chairman**

To elect the Vice-Chairman to serve until the date of the next Annual Meeting of the Council.

3. **Apologies for Absence**

To receive apologies and consider reasons for absence as notified by Members.

4. **Declarations of Acceptance of Office**

To receive signed Declarations of Acceptance of Office from all Members newly elected to the Council.

5. **Co-option to Ordinary Vacancies**

To receive notice of 2 ordinary vacancies on the Council to be filled by co-option, and consider the use of the Council's Co-option Policy for this purpose (***copy of Co-option Policy attached and available on Council website***)

6. **Register of Interests**

To confirm interests disclosed to date by re-elected Members, as held in the Register maintained by the Monitoring Officer, and to note registrations of interests to be disclosed by new Members of the Council
Note: All Members are asked to check requirements set out in the Code of Conduct, and those re-elected are asked to check and confirm with the Monitoring Officer their current Register entry on the website. New Members are required to complete and file a Register entry with the Monitoring Officer within 28 days of taking office. Those re-elected are required to update their Register entry in respect of any new disclosable pecuniary interests.

7. **Disclosures of Interest**

To receive any declarations of interests, including the nature of any such interests, which may be relevant to matters to be considered at the meeting, and to consider any written requests for dispensation as appropriate.
Note: A listing of members' interests relevant to the business of the meeting, if any, will be reported at the outset of the meeting and will be recorded in the Minutes. Members are asked to check the Code of Conduct (available on website) to confirm their responsibilities. Members with interests defined in Appendix A of the Code (financial interests) must withdraw from the meeting during discussion of the item(s) in which they have an interest, unless a dispensation has been granted. Forms to apply for a dispensation, if necessary, will be available from the Clerk. Members without a dispensation may only remain in the meeting and take part in the discussion (but not vote on the matter) where their interests are personal interests as defined in Appendix B of the Code.

8. **Public Consultation and Question Time**

To receive questions/comments from the public on:

- any matter which is listed for discussion on the Agenda, and
- any other matter of public interest which is within the responsibilities of the Parish Council, and
- to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public

9. **Minutes of Council Meeting on 17 April 2019**

(Copy of draft minutes circulated to Members and available on Council website)

To confirm the Minutes of the Meeting held on 17 April 2019 as a true and correct record.

Note: any ongoing matters requiring further decision will be considered at the next ordinary meeting of the Council

10. Delegation to Committees, Working Groups and Officers

- 1) To (re)appoint Committees of the Council, (re)appoint member(s) to serve on them, and confirm terms of reference for them (***copies of TORs for Finance, Planning, and Property & Maintenance Committees available on website***)
- 2) To (re)appoint Working Groups of the Council, (re)appoint member(s) to serve on them, and confirm their terms of reference (***copy of TORs for the Neighbourhood Plan Development Review Group and for the Community Hub Project Steering Group available on website***)
- 3) To consider the (re)appointment of any other working groups of the Council
- 4) To review and confirm the delegation arrangements of the Council, and to consider a formal delegation to the Clerk of responsibilities for the management of allotment contracts
Note: Authority for financial decisions (except those reserved to Council) currently delegated to the Finance Committee and authority for planning decisions currently delegated to the Planning Committee as set out in the TORs of each committee respectively; an explanation of authorities currently delegated to the Clerk available on website

11. Member Representation on Other Organisations

To (re)appoint members to serve on other organisations, including, if thought fit, Addingham United Charities, Addingham Community Library, Addingham Hub Friends, YLCA, and Bradford Council & Local Councils Liaison Group

12. Policies and Procedures of the Council

(Copies of documents available on website; checklist of internal control procedures and proposed draft revisions to Financial Regulations attached)

- (1) To review and confirm the existing policies and procedural documentation of the Council, including internal control procedures for review of compliance with accounting and governance requirements
- (2) To confirm cheque signatories for operation of the Council bank accounts
- (3) To review and update Financial Regulations in respect of new policies as regards the appointment of contractors for minor maintenance works (Minute 47/19 refers)

13. General Power of Competence

To receive notice that the Council meets the eligibility criteria for the purposes of section 8(2) of the Localism Act 2011 (General Power of Competence).

14. Internal Auditor

To appoint the Internal Auditor 2019/20

15. Old School Capital Project

To receive an update from the Clerk and decide any action as necessary as regards completion of the building contract, equipment for the new community facility and any new contracts required for its ongoing operation

16. Chairman's Remarks and Members' Discussion Forum

To receive the Chairman's and members' reports for information, and to notify the Clerk of matters for inclusion on the agenda for the next meeting

Note: If considered necessary, any items requiring an urgent decision that cannot wait for the next meeting of the Council may be considered at an extraordinary meeting to be convened for the purpose

17. Dates of Meetings 2019/20

(Copy of proposed timetable attached)

To consider a proposed timetable of meeting dates 2019/20

18. Next Meeting

To confirm the date, time and venue of the next ordinary meeting of Addingham Parish Council – 22 May 2019 at 7pm (immediately following the Annual Parish Meeting)

Note: the start time of the meeting may be delayed if the Annual Parish Meeting is still in progress at 7pm