

Date: Thursday, 05 May 2022

To all members of the Council: You are hereby summoned to attend the **ANNUAL MEETING OF BURLEY PARISH COUNCIL** to be held at Burley Library, Grange Road, Burley in Wharfedale on **THURSDAY 12TH MAY 2022 AT 7.30PM.**

All documents are available to view here:

<https://drive.google.com/drive/folders/1m6QbKamM7vrQAY6A1UWXX4fCQHxbrio4?usp=sharing>



Clare Smith

Clerk to Burley Parish Council

A G E N D A

- 1. Election of Chairman for the Year 2022-2023**
- 2. Election of Vice-Chairman for the Year 2022-2023**
- 3. Acceptance of Office**
Delivery by the Chairman of the Council and Vice Chairman of the Council of the Declaration of Acceptance of Office.
- 4. Apologies for Absence**
- 5. Disclosures of Interest**
To receive declarations of interest in respect of items on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers.
- 6. Dispensation Requests**
To consider any dispensation requests received by the Clerk under the Localism Act 2011 s33.
- 7. Public Participation**
Members of the public may make representations to the Council in respect of the business listed on this agenda.
- 8. Minutes of Previous Meeting**
To approve the minutes of the ordinary Council meeting held on 14th April 2022.
- 9. To Receive the Minutes of Council Committees (available to view on website):**
 - 9.1 Planning Committee - 25th April 2022
 - 9.2 Finance Committee - 27th April 2022
- 10. To Adopt the Terms of Reference for Committees:**
 - 10.1 Planning Committee
 - 10.2 Staffing Committee
 - 10.3 Finance Committee
 - 10.4 Environment, Maintenance and Allotments Committee
 - 10.5 Library Committee
- 11. To appoint members to serve on the Parish Council's Committees (Chairman/Vice Chairman of Committees are to be appointed at the first Committee meeting after the Annual Meeting):**
 - 11.1 Planning Committee
 - 11.2 Staffing Committee
 - 11.3 Finance Committee

- 11.4 Environment, Maintenance and Allotments Committee
- 11.5 Library Committee

- 12. **To appoint members to serve as Representatives of the Parish Council on outside bodies for 2022/2023**

- 13. **To Adopt Standing Orders, Scheme of Delegation and Financial Regulations**

- 14. **To Adopt Councillors' Code of Conduct**

- 15. **To Approve the Council's Policies:**
 - 15.1 Complaints Procedure
 - 15.2 Freedom of Information and Data Protection Policies
 - 15.3 Press/Media Policy
 - 15.4 Employment Policies and Procedures

- 16. **To Approve Asset Register 2022/2023**

- 17. **To Adopt the Council's Risk Assessment 2022/2023**

- 18. **Finance**
 - 18.1 Schedule of Receipts and Payments (April 2022)
 - 18.2 Bank Reconciliation (April 2022)
 - 18.3 Budget Report – Year End (at 30th April 2022)

- 19. **Annual Governance and Accountability Return 2021/2022 – Section 1**

To consider the findings of the review of effectiveness of the system of internal control and approve the Annual Governance Statement as shown on the Annual Governance and Accountability Return for year ended 31 March 2022.

- 20. **Annual Governance and Accountability Return 2021/2022 – Section 2**

To consider and approve the Accounting Statements as shown on the Annual Governance and Accountability Return for the year ended 31 March 2022.

- 21. **Internal Auditor Report 2021/22**

To receive the report from Yorkshire Internal Audit Services.

- 22. **Wharfedale Greenway**

To receive an update on the Wharfedale Greenway project.

- 23. **Queens Hall Car Park**

To accept the quote received to install a kerb in the car park.

- 24. **Youth Forum**

To receive an update on the work of the Youth Forum and to review the future of the Youth Forum.

- 25. **Platinum Jubilee Celebrations**

To receive an update on the events and celebrations taking place across the Jubilee Bank Holiday weekend.

- 26. **Reports from Councillors on other meetings attended – for information only**

- 27. **Reports from Councillors on concerns raised by members of the public**

- 28. **To Approve the Schedule of Meetings for 2022/2023.**