

Date: Thursday, 04 May 2023

To all members of the Council:

You are hereby summoned to attend the **ANNUAL MEETING OF BURLEY PARISH COUNCIL** to be held at the Queens Hall, Main Street, Burley in Wharfedale on **THURSDAY 11TH MAY 2022 AT 7.30PM.**



Clare Smith

Clerk to Burley Parish Council

A G E N D A

1. **Election of Chairman for the Year 2023-2024**
2. **Election of Vice-Chairman for the Year 2023-2024**
3. **Acceptance of Office**
Delivery by the Chairman of the Council, Vice Chairman of the Council and all Councillors of their 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 13th April 2023.
9. **To Adopt the Terms of Reference for Committees:**
 - 9.1 Planning Committee
 - 9.2 Staffing Committee
 - 9.3 Finance Committee
 - 9.4 Environment, Maintenance and Allotments Committee
 - 9.5 Library Committee
10. **To Appoint Members to Serve on the Parish Council's 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. **Co-option**
To receive report from Clerk regarding co-option of councillors to fill vacant seats.

- 12. Outside Bodies for 2023/2024**
To appoint members to serve as representatives of the Parish Council on outside bodies for 2023/2024
- 13. Standing Orders, Scheme of Delegation and Financial Regulations**
To review and adopt Standing Orders, Scheme of Delegation and Financial Regulations
- 14. Code of Conduct**
To adopt Councillors' Code of Conduct
- 15. General Power of Competence**
To confirm the Council's eligibility for the General Power of Competence and to adopt and exercise the General Power of Competence.
- 16. Asset Register**
To review and approve the Asset Register 2023/2024
- 17. Risk Assessment**
To adopt the Council's Risk Assessment 2023/2024
- 18. To Approve the Council's Policies:**
 - 18.1** Complaints Procedure
 - 18.2** Freedom of Information and Data Protection Policies
 - 18.3** Press/Media Policy
 - 18.4** Employment Policies and Procedures
- 19. Finance**
 - 19.1** Schedule of Receipts and Payments (April 2023)
 - 19.2** Bank Reconciliation (April 2023)
 - 19.3** Budget Report – Year End (at 30th April 2023)
- 20. Annual Governance and Accountability Return 2022/2023 – 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 2023.
- 21. Annual Governance and Accountability Return 2022/2023 – Section 2**
To consider and approve the Accounting Statements as shown on the Annual Governance and Accountability Return for the year ended 31 March 2023.
- 22. Internal Auditor Report 2022/23**
To receive the report from Yorkshire Internal Audit Services.
- 23. Grant Application**
To consider the grant application received from Menston Area Nature Trust.
- 24. Library Doors – Additional Expenditure**
To approve the quote for additional remedial work required to the automatic doors at the library (£1538).
- 25. Reports from Councillors on other meetings attended and/or concerns raised by members of the public – for information only**
- 26. To Approve the Schedule of Meetings for 2023/2024**