

Date: **Wednesday, 01 May 2019**

**To all members of the Council:** You are hereby summoned to attend the **Annual Meeting of Burley Parish Council** to be held in The Parish Office, Queen's Hall, Burley in Wharfedale on **Thursday 9<sup>th</sup> May 2019 at 7.30pm.**

If you are unable to attend please let me know in advance.

Clare Smith

Clerk to Burley Parish Council



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

- 1. Election of Chairman for the Year 2019-2020**
- 2. Acceptance of Office**  
Delivery by the Chairman of the Council and all Councillors of their Acceptance of Office Forms and to resolve that any absent Councillors be able to sign their Acceptance of Office Forms before or at the next meeting of the Council.
- 3. Appointment of Vice-Chairman for the Year 2019-2020**
- 4. Apologies for Absence**
- 5. Disclosures of Interest and Register of Interests Forms**
- 6. Dispensation Requests**
- 7. Public Participation**  
*Members of the public are welcome to attend all parish council meetings as observers and during this item members of the public are invited to raise issues with the Parish Council.*
- 8. Minutes of Previous Meeting**  
To approve the minutes of the ordinary Council meeting held on 11<sup>th</sup> April 2019 (*Please click [here](#) to view*).
- 9. To receive the minutes of council committees:**
  - 9.1** (Draft) Minutes of the Planning Committee meeting on 29<sup>th</sup> April 2019 (*Available [here](#)*)
  - 9.2** (Draft) Minutes of the Community & Environment Committee meeting on 29<sup>th</sup> April 2019 (*Available [here](#)*)
- 10. To Review and Approve the Scheme of Delegation** (*copy attached*)
- 11. To Review and Adopt the Terms of Reference for Committees** (*copy attached*):
  - 11.1 Planning Committee
  - 11.2 Staffing Committee
  - 11.3 Finance Committee
  - 11.4 Community & Environment Committee
  - 11.5 Library Committee

- 12. 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):
  - 12.1 Planning Committee
  - 12.2 Staffing Committee
  - 12.3 Finance Committee
  - 12.4 Community & Environment Committee
  - 12.5 Library Committee
  
- 13. To appoint members to serve as Representatives of the Parish Council on outside bodies for 2019/2020:**
  - 13.1 Shipley Area Committee & Shipley Advisory Group (SCAPAG)
  - 13.2 Burley & District Chamber of Trade
  - 13.3 Yorkshire Local Councils Association (YLCA)
  - 13.4 BMDC & Local Council Liaison meeting
  - 13.5 Patient Participation Group at Grange Park Surgery
  - 13.6 Leeds Bradford Airport Consultative Committee
  - 13.7 Burley and Menston Charities
  - 13.8 Burley Archives
  - 13.9 Burley House Field Friends
  - 13.10 Wharfedale Greenway
  - 13.11 Burley Community Trust
  
- 14. To Review and Adopt Standing Orders and Financial Regulations** (*copy attached*)
  
- 15. To Adopt the General Power of Competence**
  
- 16. To Review the Council's Policies** (*copy attached*):
  - 16.1 Complaints Procedure
  - 16.2 Equal Opportunities Policy
  - 16.3 Health and Safety Policy
  - 16.4 General Data Protection Regulations (GDPR) Policies
  
- 17. To Review and Approve Asset Register** (*copy attached*)
  
- 18. To Review and Adopt the Council's Risk Assessment** (*copy attached*)
  
- 19. Refurbishment Update and to consider and approve any additional expenditure**
  
- 20. To Approve the Schedule of Meetings for 2019/2020** (*copy attached*)

**Next meeting of the Council will be held on 13<sup>th</sup> June at 7:30pm**