

Date: **Thursday, 05 March 2020**

To all members of the Council: You are hereby summoned to attend a **Meeting of Burley Parish Council** to be held in The Small Hall, Queen's Hall, Burley in Wharfedale on **Thursday 12th March 2020 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. Chair's Remarks**
- 2. To receive any apologies for absence**
- 3. To receive any disclosures of interest**
- 4. To consider written requests for a dispensation on any matters to be discussed**
- 5. 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
- 6. Minutes of Previous Meeting**
 - 6.1** To approve the minutes of the Full Council meeting held on 13th February 2020 (*attached*).
 - 6.2** To approve the minutes of the Extraordinary Council meeting held on 24th February 2020 (*attached*).
- 7. Matters Arising from Previous Minutes**
Clerk and/or Councillors to report on any action taken or progress made against previous resolutions.
- 8. To receive the minutes of Council Committees (available to view on website):**
 - 8.1** Library Committee, 24th February 2020
 - 8.2** Staffing Committee, 20th January 2020
 - 8.3** Community & Environment Committee, 2nd March 2020
 - 8.4** Planning Committee, 2nd March 2020
 - 8.5** Finance Committee, 9th March 2020
- 9. Minutes received from other organisations**
- 10. Finance**
 - 10.1** Schedule of Receipts and Payments – February 2020 (*copy attached*)
 - 10.2** Bank Reconciliation – February 2020 (*copy attached*)
 - 10.3** Budget Report (at 29th February 2020)
- 11. Insurance**
To consider three quotes for the Council's insurance requirements for 2020/21 and to approve the Clerk to accept one quote to take effect from 1st April 2020 (*copy attached*).

- 12. Coronavirus Outbreak**
To consider the Council's response to Coronavirus.
- 13. Council Policy Review**
To consider the adoption of the following National Association of Local Councils (NALC) template policies: Annual Leave, Anti-Bullying and Harassment, Data Protection, Disciplinary and Grievance, Emergency/Dependents Leave, Equality and Diversity, Expenses, Flexible Working, Home Working, Lone Working, Information Technology, Maternity Leave/Paternity Leave, Poor Performance, Sickness Absence, Social Media, Training and Development and Whistleblowing (*All templates are available on the YLCA website*).
- 14. Zip Wire and Drainage**
To consider the work that is required to the drainage in Grange Park.
- 15. The Roundhouse**
To approve the programme of improvements for the Roundhouse for 2020/21 and 2021/22.
- 16. Anti-Social Behaviour**
To review the action points from the meeting with the Police and Ilkley Grammar School (*copy attached*).
- 17. Queens Hall**
To receive an update from the Working Group.
- 18. Scout & Guide Headquarters – Planting**
To consider the request from the Scouts/Guides to plant screening shrubbery (*copy attached*).
- 19. Reports from Councillors on other meetings attended – for information only**
- 20. Reports from Councillors on concerns raised by members of the public**
- 21. Diary Dates:**
23rd March 2020 Planning Committee, 7:30pm
9th April 2020 Full Council, 7:30pm