

Barwick in Elmet & Scholes Parish Council

Annual meeting to be held on Wednesday 5 May 2021 at 8pm using a remote access platform

AGENDA

Statement from the Chair outlining the procedures to be undertaken to hold a lawful and effective remote meeting.

1. To elect the Chair of the Council for the ensuing year and to agree that the duly elected Chair sends the Clerk a signed declaration of acceptance of office after the meeting.
2. To elect the Vice Chair of the Council for the ensuing year
3. To receive apologies for absence and where requested consider approval of the reasons given for absence.
4. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to receive and consider any applications for dispensation.
5. To **approve and sign the minutes** of the meeting of the Parish Council held on 26th April 2021
6. To approve membership for the Planning and Finance & General Purposes Committees for 2021/22 and to note that a working party will consider whether to recommend setting up an Environment Committee, and amending the existing committee structure report their recommendations at the July meeting.
7. **Annual review of documents.**
To consider the following documents and to agree to their adoption incorporating any proposed amendments.
 - Standing Orders (last reviewed on 7th January 2020).
 - Financial Regulations (last reviewed on 7th October 2019).
 - Financial Risk Assessment (last reviewed December 2019).
 - Social Media Policy (Version 3 Updated and approved 2018)
 - Code of Conduct (Principal Authority code adopted)
 - Privacy Policies (last reviewed June 2018)
 - Committee, subcommittee and working party terms of reference.
 - Website Accessibility Statement (last reviewed on 5th October 2020)
 - Volunteer Policy (last reviewed 1st March 2021)
 - Expenses Policy (last reviewed January 2020)
 - Grants Policy (last reviewed December 2020)
8. **Finance and General Purposes Committee**
To note the minutes of the Finance and General Purposes Committee meeting held on 27th April 2021 and to consider their recommendations;
 - 8.1 Appointment of Cllr. Slater as Chair for 2021/22
 - 8.2 To accept a recommendation that a budget of £6,500 for the work on Scholes Lodge Lane be agreed, accepting a quotation of £5,450 plus additional work as necessary as agreed by the Committee
9. To consider the **financial issues** below
 - 9.1 Cash book and bank reconciliation for April
 - 9.2 Formal approval of invoices and payments to be made for May/June
 - 9.3 To note that the Internal Auditor carried out checks on 22nd April 2021 and to agree that once received, her report and any recommendations by considered by the Finance and General Purposes Committee
 - 9.4 Formal approval of the 2020/21 Annual Governance Statement (AGAR 2020/21 Part 3).
 - 9.5 Formal approval of Accounting Statements 2020/21.
 - 9.6 To consider the appointment of an Internal Controls Officer.
10. To consider **Correspondence** received by the Clerk since the last meeting.

11. To note the report from Councillor Bedford regarding the future of the newsletter and to arrange for an informal discussion on the how the parish Council should best communicate with residents.
12. **Date of forthcoming meetings:**
To note the decision made at the meeting of 26th April 2021 that meetings be suspended until July 2021 and to note that the High Court decision on the lawfulness of remote meetings has been announced.

Zoom details

Topic: Annual Parish Council Meeting
Time: May 5, 2021 08:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82472932982>

Meeting ID: 824 7293 2982

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