

Barwick in Elmet & Scholes Parish Council

Meeting to be held on Monday 4 May 2020 at 7pm using a remote access platform

AGENDA

1. To agree on an appropriate method to record voting
2. 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.
3. To elect the Vice Chair of the Council for the ensuing year
4. To receive and approve where requested apologies for absence
5. 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.
6. Public participation – a maximum of thirty minutes to consider items for discussion as raised by residents with the Clerk.
7. To approve Committee membership for 2020/21
8. To note that the Parish Council can fill both vacancies by co-option following expiry of the deadlines for electors to request that these be filled by election. To agree not to fill these whilst self-isolation restrictions are in place and to review this position at the June meeting as a possible agenda item for the July meeting.
9. To formally approve decisions taken at remote meetings of Councillors before the 2020 emergency legislation empowered decision making at remote meetings.
 - A decision to give the Clerk delegated authority to respond to non-contentious planning and tree works applications (following advice from members of the Planning Committee).
 - A decision that, following consultation with the Chair and Vice-Chair, and where appropriate advice from members of the Finance and General Purposes Committee for the payment of invoices, or the full Parish Council for other matters, the Clerk is empowered to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.
 - A decision that the Parish Council provides an emergency grant of up to £1,000 in each village to each Community Response Team to cover printing and other material costs and to underwrite any out of pocket expenses of a volunteer in the event that the recipient of essential items purchased is unable to pay.
 - Approval of the Minutes of the meeting of the Parish Council held on 4th March 2020
 - Adoption of the vexatious policy as outlined by YLCA
 - Agreement of payments presented by the Responsible Financial Officer at the remote meeting of 6th April 2020.
 - Approval of the purchase of the Zoom remote access platform.
 - Agreement that the April 2020 newsletter be available in digital only format.
 - Agreement that the two Internal Auditor's reports into expenses claims are published.
 - Agreement that the Cllr. Hassell approach a suitably qualified local resident to consider options for the extension of Barwick Village Hall to provide toilets and changing facilities.
 - Agreement that the Cllr. Hassell approach a local architect to consider where he is suitably qualified to comment on the repair of Scholes Lodge Lane wall.
 - To note the report produced by Cllr. Maude regarding the Parish Boundary review.
 - Cancellation of April 2020 meetings of the Parish Council, both Playing Fields Committees, Planning Committee, F&GP Committee, the April surgery and closure of the Pavilion as a venue.
 - Postponement of the Annual Parish Meeting.
10. To consider **financial issues** as below
 - 10.1 Report of invoices and payments to be made for May

- 10.2 Formal approval of the 2019/20 Annual Governance Statement (AGAR 2019/20 Part 3).
- 10.3 Formal approval of Accounting Statements 2019/20.

11. Other Items

- 11.1 To consider having an emergency back-up plan to protect against the Clerk being unable to continue his duties and against loss of data and to approve purchase of two solid-state storage devices for that purpose.
- 11.2 To consider adoption of revised Standing Orders allowing for meetings to be held remotely
- 11.3 To note that the insurance is due for renewal on 1st June and to consider whether to renew on a 36-month contract.

Reports of Training/Events Attended

- 11.4 To note that Cllr. Slater has attended webinars on 3rd March (Committee Structures), 6th March 2020, 9th April, 16th April and 23rd April, that Cllrs. Davies and Slater attended to Outer North-East forum on 4th March and the Scholes Lodge Farm working party met on 11th March and that minutes have been circulated or reports uploaded onto the shared drive as appropriate.

12. Date of forthcoming meetings:

To consider whether to hold Committee meetings using remote access technology.
Next PC meeting to be held by remote access on Monday 1st June 2020 at 7pm.