

Barwick in Elmet & Scholes Parish Council

Annual meeting to be held on Monday 9 May 2022 at 8:30pm at Barwick Village Hall

AGENDA

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. **Apologies**
To receive apologies for absence and where requested consider approval of the reasons given for absence and to note that the deadline for ten electors to request that the vacancy due to the resignation of Carl Atkinson be filled by election was 4th May 2022 and to note that this vacancy can be filled by co-option if an election is not requested.
4. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
5. To **approve and sign the minutes** of the meeting of the Parish Council held on 4th April 2022.
6. To consider **Correspondence** received by the Clerk since the last meeting.
7. To approve membership for Committees for 2022/23
8. **Annual review of documents.**
To consider the following documents and to agree to their adoption incorporating any proposed amendments.
 - a. Standing Orders
 - b. Financial Regulations
 - c. Financial Risk Assessment
 - d. Social Media Policy
 - e. Code of Conduct (Principal Authority code adopted)
 - f. Privacy Policies
 - g. Committee, subcommittee and working party terms of reference
 - i. Planning Committee
 - ii. Finance and General Purposes Committee
 - iii. Scholes Lodge Farm subcommittee
 - iv. Pavilion subcommittee
 - v. Staffing Committee
 - vi. Peace Flame Subcommittee
 - h. Website Accessibility Statement
 - i. Volunteer Policy
 - j. Expenses Policy
 - k. Grants Policy
 - l. Cookie Policy
 - m. Vexatious Policy
9. To receive the Action Tracker.
10. **Other Items**
 - 10.1 To receive the draft minutes of the F&GP meeting of 12th April 2022 and
 - a. Consider their recommendation to that the historic unpaid rent and water charges of Scholes Sports Association (Tennis Section) of £142.51 be written off following a payment of £194.04.
 - b. The note their decisions regarding matters referred to them by the April Parish Council meeting
 - i. To appoint a contractor to do the drainage of Scholes Football field.

- ii. To purchase water bottles and bunting for the Platinum Jubilee of Her Majesty Queen Elizabeth II.
 - iii. To agree a benches policy.
 - d. To note other decisions of the Committee
 - i. Award of grants to the personal trainer and to the organisers of the event on Scholes Lodge Field.
 - ii. Formal approval of the use of Jack Heaps field and Hall Tower field by the Maypole Committee and the use of Scholes Lodge Field for the Platinum Jubilee event
 - iii. Cllr. Ragg to be given view-only access to the bank account
- 10.2 Platinum Jubilee**
To note that a meeting took place in the Miner's Institute on 20th April. To agree to support the cost of street entertainers. To note the purchase of bunting. To consider a £300 grant application from Gawthorpe Brass Band for a concert in Scholes on 5th June 2022. To consider distribution of spare water bottles.
- 10.3 Newsletter** – to consider whether to have a separate leaflet for Platinum Jubilee events to go out with the newsletter and to consider alternative printers.
- 10.4 Pavilion**
To agree the purchase of a wheelie bin from Leeds City Council and approve the purchase of additional key fobs. To note that the anti-slip surface has been applied and the lines put down (including an additional £200 for netball markings). To note that a contractor has attempted repair of the flagstones and that payment has been refused until the work is completed to a satisfactory standard.
- 10.5 Bench**
To agree to a memorial bench being placed on Rakehill Road near the Scout Hut with support from the Scouts in preparing the site.
- 10.6 Reports of meetings/training attended**
- 1. Playing Fields Committee 11th April 2022
 - 2. Scholes Lodge Farm subcommittee – 11th April 2022
 - 3. Roles and Responsibilities of a Councillor Webinar session attended by Cllr. Hassell – 5th April
 - 4. East Leeds Orbital Road meeting 9th May 12:30pm
 - 5. Christmas Lights meeting attended by Cllrs. Hassell & Slater 29th April
 - 6. Meeting with Festival Republic on May 4th. Cllr. Hassell to attend with a representative of the Community Fund.
- 10.7 Website and Social Media report.**
- 10.8** To receive a report of the April surgery held at Saint Philip's Church café and to note any issues raised by residents

11. **Planning Matters**

To note the decisions of the Planning Working Party meeting of 6th April.

12. To consider the **financial issues** below

12.1 Cash book and bank reconciliation for April

12.2 Formal approval of invoices and payments to be made for May.

13. **Crime Report/Police and Communities Together (PACT) meeting.**

Report of the meeting of 14th April.

14. **Date of future meetings:**

Parish Council – 6th June 2022, 7:30pm, Barwick Village Hall

Finance and General Purposes Committee – 17th May 2022, 7pm, Pavilion

Note: The wording of agenda items to be submitted in writing to the Proper Officer at least ten clear days before a meeting.