

Barwick in Elmet & Scholes Parish Council

Annual meeting to be held on Monday 13 May 2024 at 8pm at Scholes Sports Pavilion

AGENDA

1. To elect the Chair of the Council for the ensuing year.
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 notice of the vacancy in Barwick has been displayed, that the deadline for ten or more local government electors to submit a written request that this be filled by election is 14th May 2024 and that if there are no such requests, the Parish Council may fill this vacancy by co-option.
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 8th April 2024.
6. Committees and Subcommittees
 - a. To consider whether planning applications be considered by means of a separate Planning Committee or to make planning applications part of the agenda of Parish Council meetings.
 - b. To consider whether to dissolve the Hall Tower Motte and Bailey subcommittee.
 - c. To approve membership for Committees for 2023/24 and representatives to other organisations.
7. To consider **Correspondence** received by the Clerk since the last meeting.
8. To receive the Action Tracker.
9. **Annual review of documents.**
To consider whether any of the existing documents need to be reviewed.
10. **Other Items**
 - 10.1 To agree insurance cover for the coming year noting that three quotations have been received.
 - 10.2 To consider matters relating to concerns about speeding traffic in the Parish and the Vehicle Activated Signs.
 - 10.3 To consider a request by the organisers of Barwick Beer Festival for permission to use the Village Hall car park for a marquee and for Jack Heaps Field to be used for car parking.
 - 10.4 To consider a request by Barwick in Bloom to use Jack Heaps field for car parking on 30th June 2024 and to note a decision made by the Clerk using his delegated authority to allow Jack Heaps Field to be used for car parking for a funeral on 9th May 2024.
 - 10.5 To consider adoption of a Health and Safety Policy
 - 10.6 To consider a recommendation of the Peace Flame subcommittee to purchase a flagpole and plaque.**Standing Agenda Items**
 - 10.7 Reports of meetings/training attended.
 - 10.8 Website report
 - 10.9 Safeguarding report.
11. **Planning Matters**

To note the current position regarding the safeguarded sites in Scholes.

12. To consider the **financial issues** below
 - 12.1 Formal approval of invoices and payments to be made for May/June.
 - 12.2 To receive reports on payments made, income received, the bank reconciliation and a report of actual income/expenditure against that budgeted.
To consider the format of financial data presented to the Parish Council following the switch to QuickBooks software.
 - 12.3 Formal approval of the 2023/24 Annual Governance Statement (AGAR 2023/24 Part 3).
 - 12.4 Formal approval of Accounting Statements 2023/24.
13. **Crime Report/Police and Communities Together (PACT) meeting.**
14. **Date of future meetings:**
Finance and General Purposes Committee – 20th May 2024, 7pm, Pavilion
Parish Council – 3rd June 2024 – 7pm - Barwick in Elmet Miner's Institute.

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