

KIRKBURTON PARISH COUNCIL
THE ANNUAL MEETING OF THE COUNCIL WILL BE HELD ON
THURSDAY, 18 MAY 2017 AT 8.00 pm
(or after the Annual Parish Meeting, if later)
AT BURTON VILLAGE HALL, Highburton

A G E N D A

1. **Election of the Chairman of the Council for the Year 2017/18**
2. **Declaration of Acceptance of Office:** The Chairman to sign the declaration of acceptance of office.
3. **Election of the Vice Chairman of the Council for the Year 2017/18.**
4. a) **Apologies:** To receive all apologies and reasons for absence. Members are reminded of the need to submit their apologies and reasons directly to the Clerk if they are unable to attend.
b) **Declarations of Interest:** To receive any declarations of interest in any of the items of business to be discussed at the meeting.
5. **Public Participation:** Members of the public are invited to address the Council on any issue over which it has a power for up to 3 minutes each, with the item lasting up to a maximum of 15 minutes. Standing Order No1 applies.
6. **Admission of the Public:** To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 s1 (2).
7. **Election of Standing Committees and Working Parties:** To receive nominations to the Council's existing committees and working parties as well as to appoint any new committees and working parties, confirm the terms of reference, the number of members and receive nominations to them. Enc
8. **Representation on Kirklees Rural District Committee:** To consider nominating 2 representatives to represent the Parish Council on the Committee.
9. **Representation on Huddersfield District Committee:** To consider nominating Cllr McGuin to provide an informal liaison between the Huddersfield District Committee and the Council, as he already attends the meetings in his capacity as a Kirklees member.
10. **Election of Representatives of Voluntary Bodies:** To receive nominations to sit on the committees of voluntary / not-for-profit bodies. Enc
11. **Cheque Mandate:** To elect the cheque signatories for the HSBC and CCLA accounts. Enc
12. **Election of Newsletter Editor for 2017/18**
13. **Times and Dates of Meetings 2017/18:** Proposal to accept the following arrangements for meetings:
 - a) Parish Council: On the 1st Thursday of each month with the exception of May which is scheduled for 17 May 2018.
 - b) Management & Finance: As required, with a minimum of one meeting per quarter.
 - c) Grants & Community Projects Committee: Up to four meetings per year.
 - d) Staffing Committee: As required, with a minimum of two meetings per year.
 - e) All other Committees and Working Parties to meet as the need arises.
14. **Accounts for the Financial Year 2016/17:** To note the Analysis of Budget & Cheque Register and to consider adopting the Receipts & Payments Statement, all covering the period 1 April 2016 to 31 March 2017. Encs
15. **Annual Return 2017:** To consider the Internal Auditor's Report and consider adopting Parts 1 and 2 of the Annual Return. Encs

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Tel: 01484 604391
E-mail: clerk@kbpc.co.uk

Office Hours: 9.30 am – 1.30 pm Monday and Thursday
An answering machine is available at all other times.

Mrs Angela Royle
Clerk to the Parish Council
Burton Village Hall
Highburton HD8 0QT
12 May 2017

AGENDA for the ANNUAL PARISH COUNCIL MEETING ON 18 MAY 2017

16. **Plans:** To consider planning applications from Kirklees Plan Lists weeks commencing: 3, 10, 17 and 24 April, 1 and 8 May 2017, as well as any applications deferred from the previous meeting and any other urgent applications. Lists can be viewed on: www.kirklees.gov.uk and www.kbpc.co.uk/Planning-Lists.aspx Encs
17. **Planning Appeals:** To consider any planning appeals before the Parish Council and agree responses.
18. **Accounts:** To approve the cheque schedule for May 2017. Enc
19. **Shepley Bowling Club:** To consider approving a small annual grant for £250 as recommended by the Grants & Community Projects Committee.
20. **Kirkheaton Knitting Group:** To note the anomaly in the Grants & Community Project Committee minutes of 10 November 2016 and consider approving an additional £150 small annual grant, as originally recommended.
21. **Grants Rules:** To note the updated rules and criteria covering the Grant Schemes. Enc
- The following two items are for information only:**
22. **Correspondence & Information:** To report any correspondence received, notify replies, details of future meetings, etc.
23. **Agenda Items:** To request items for debate at future meetings.