

KIRKBURTON PARISH COUNCIL

The Annual Meeting of the Council will be held on
Thursday, 16 May 2019 at 8.00 pm (or after the Annual Parish Meeting, if later)
At The Hub, Riley Lane, Kirkburton, Huddersfield HD8 0RZ

A G E N D A

1. **Election of the Chairman of the Council for the Year 2019/20**
2. **Declarations of Acceptance of Office:** To decide when any declarations of acceptance of office which have not been received as provided by law, shall be received.
3. **Address by Outgoing Chairman and Presentation of Past Chairman's Medal**
4. **Election of the Vice Chairman of the Council for the Year 2019/20.**
5. 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.
6. **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.
7. **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).
8. **Election of Standing Committees and Working Parties:** To receive nominations to the Council's existing committees, working parties as well as to appoint any new committees, confirm the terms of reference, the number of members and receive nominations to them. Enc
9. **Election of Line Manager and Deputy Line Manager:**
 - a) To elect a past Chairman to act as the Council Member with responsibility for the staff (Line Manager) for a period of 4 years.
 - b) To elect a past Chairman to act as Deputy to the above position for a period of 4 years.
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 PSDF accounts.
12. **Election of Newsletter Editor for 2019/20**
13. **Times and Dates of Meetings 2019/20:** 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 21 May 2020.
 - 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 2018/19:** To note the Analysis of Budget & Cheque Register and to consider adopting the Receipts & Payments Statement, all covering the period 1 April 2018 to 31 March 2019. Encs
15. **Annual Return 2019:** To consider the Internal Auditor's Report and consider adopting Sections 1 and 2 of the Annual Return.

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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
9 May 2019

AGENDA for the ANNUAL PARISH COUNCIL MEETING ON 16 MAY 2019

16. **Plans:** To consider planning applications from Kirklees Plan Lists weeks commencing: 1, 8, 15, 22, 29 April and 6 May 2019, as well as any applications deferred from the previous meeting and any other urgent applications. Encs
Lists can be viewed on: www.kirklees.gov.uk.
17. **Planning Appeals:** To consider any planning appeals before the Parish Council and agree responses.
18. **Proposal for a Base Station at Macby Industrial Estate, Tandem Way, Waterloo:** To note the pre-application consultation on the installation and consider whether to submit a comment, taking account of the rules covering pre-determination. Enc
19. **Accounts:** To approve the cheque schedule for May 2019. Enc
20. **Training Events:** To consider nominating delegate/s to attend the following training sessions in line with the Council's Training Policy. Full details of dates, venues and costs are included in the attachment. Enc
- a) Off to a Flying Start – Course for New Councillors
 - b) Moving On – Chairmanship Skills
 - c) Understanding VAT for Local Councils
 - d) One-Day Conference for Councillors and Clerks
 - e) Planning Seminar for New Councillors
 - f) Training Day for Experienced Clerks
 - g) Local Council Financing
21. **Noticeboards:** To request volunteers to be keyholders and take responsibility for inserting Council and community notices in the boards located in Grange Moor, Highburton and Kirkburton.
22. **Dog Wastebag Dispensers:** To request volunteers to be keyholders and take responsibility for refilling with bags in Grange Moor, Highburton, Kirkburton and Shelley.
- The following two items are for information only:**
23. **Correspondence & Information:** To report any correspondence received, notify replies, details of future meetings, etc.
24. **Agenda Items:** To request items for debate at future meetings.