

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **ANNUAL MEETING OF THE PARISH COUNCIL**

To be held in the Annexe Room, Mechanics Institute, Kirkby Malzeard on  
Monday May 20, 2019 at 7.00pm.

- 1. Election of Chair and Vice-Chair.** Completion of 'Acceptance of Office' form by Chair.
- 2. Welcome. Apologies for absence.**
- 3. Approve the Minutes** of the previous Annual Meeting of the Parish Council held on May 21, 2018.
- 4. Register of Interests.**
  - a) Councillors to advise of any revisions necessary to forms held by Clerk and available on HBC website.
- 5. Representation by Councillors on other public bodies.**
  - a) Kirkby Malzeard Charitable Trust
  - b) Approve two Councillors to represent Council at YLCA meetings.
- 6. Committees.**
  - a) Approve adoption of Terms of Reference and membership of Neighbourhood Plan Steering Group.
  - b) Approve adoption of Terms of Reference and membership of Kirkby Malzeard and District Community Association Committee.
- 7. Governance.**

Review, amend (if necessary) and approve the adoption of the following documents for 2019 onwards:

  - a) Code of Conduct.
  - b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media)
  - c) Financial Regulations.
  - d) Risk Assessments.
  - e) Publication Scheme.
- 8. General Power of Competence.**
  - a) Review eligibility.
- 9. Finance.**
  - a) Consider the Annual Internal Audit Report provided by Janet Bennett of Yorkshire Internal Audit Services. Consider approving decision to proceed with using on-line banking.
  - b) Approve Accounting Statements 2018/19 (Page 6 of AGAR)
  - c) Approve the publication of AGAR documents on website in accordance with requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities to include the Notice of the period for the exercise of public rights (as detailed on Page 1 of AGAR).
  - d) Review of expenditure under s137 of LGA 1972.
  - e) Approve subscriptions to other bodies (to include YLCA).
  - f) Approve cheque signatory arrangements.
  - g) Review Commuted Sums currently available under s106 of Town and Country Planning Act 1990.
  - h) Review procedures for obtaining quotations for expenditure.

**10. Insurance.**

- a) Approve Schedule of Assets for Insurance Purposes.
- b) Consider Insurance arrangements and approve renewal of policy with BHIB at a cost of £565.14 due 01.06.19.

**11. General Data Protection Regulations.**

Review, amend (if necessary) and approve the adoption of the following documents:

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

**12. Employment.**

- a) Staff Appraisal – Clerk
- b) Salary Review (including Homeworker Allowance)
- c) PAYE arrangements review.

Review, amend (if necessary) and approve the following documents:

- d) Equal Opportunities Policy.
- e) Health and Safety Policy.
- f) Workplace Pension Policy.
- g) Sickness Policy.

**13. Property Assets** as detailed in current Asset Register.

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson - approve rent for period 27.06.2019 to 27.06.2020.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYCC.
- d) Other Assets.

**14. Approve dates and venues of:**

- a) Full meetings of the Parish Council until end 2020.
- b) the 2020 Annual Parish Council meeting.

Dated 15 May 2019.

PARISH CLERK

Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only) Tel: 01765 650363

Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda also available on the Parish Council website:

[www.kmldpc.btck.co.uk](http://www.kmldpc.btck.co.uk) Facebook: @kmldpc