



Annual Meeting of the Parish Council 17 May 2016

To Members of the Parish Council.

You are hereby summonsed to attend the Annual Meeting of the Parish Council at **7.00pm on Tuesday 17 May 2016** at the Oriel Room, St Ricarius Parish Church, Aberford for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk to the Parish Council

AGENDA

1. To note the resignation of Trevor Brown
2. To receive apologies and approve reasons for absence
3. Election of Chairman
4. Declaration of acceptance of office by the chairman
5. Election of vice-chairman
6. Appointment of responsible financial officer for the year
7. Chairman's report for previous year
8. Review of working and advisory groups and the councillors to serve on same.
 - a. The following groups are proposed:
 - Planning
 - Finance and General Purposes – with responsibility for governance, policy and procedures, finance (including Budget preparation), internal controls and staffing
 - Environment and Maintenance – with responsibility for Jubilee Field, the Play Area, maintenance of Parish Council assets, public rights of way, dog fouling, litter, fly-tipping, flooding issues, the general appearance of the village
 - Highways and Public Safety – to include traffic management
 - Community – with responsibility for community events (e.g. Leeds Fest, hanging baskets, Christmas tree and lights, Boxing Day Hunt, one-off events, commemorative events and memorials, requests for memorial benches, etc)
 - b. To appoint a chair and vice chair or main contact point for each group
 - c. To appoint two members from the Finance and General Purposes group (or the group that is agreed to have responsibility for finance) to conduct internal control audits.
9. Review of appointments to outside bodies/ representation on external groups:
 - a. Neighbourhood Development Plan Management Group
 - b. Village Hall Committee
 - c. Garforth/Aberford proposed joint NDP
 - d. Leeds City Council Outer North East Parish and Town Council Forum
 - e. Aberford Church of England Primary School – liaison officer
 - f. Aberford Almshouses Trust
 - g. Poor Lands Trust
 - h. Hook Moor Liaison Committee
 - i. The Crime Prevention Panel, Outer North East, Leeds
10. Review and adoption of standing orders and financial regulations.
11. Review of assets
 - a. To correct asset register as at 19 May 2015 (previously circulated)
 - b. To approve asset register as at May 2016 (previously circulated)
12. Review of insurance cover (previously circulated)
13. Review of operational risk assessment and financial risk assessment (previously circulated)
14. Review of the council's membership of other bodies:
 - a. Yorkshire Local Councils Association
 - b. Rural Action Yorkshire
 - c. Society for Local Council Clerks

15. Review of requests under Freedom of Information Act and Data Protection Act.
16. To consider adoption and agree process for adoption of:
 - a. Disciplinary procedure
 - b. Grievance procedure
 - c. Policy on equality and dignity at work.
17. Set the dates/times and place of ordinary meetings for the year ahead.
18. Attendance record

Papers referred to in the agenda are available on the Parish Council website or on application to the Clerk.