

KIRKBURTON PARISH COUNCIL
THE ANNUAL MEETING OF THE COUNCIL WILL BE HELD ON
THURSDAY, 17 MAY 2018 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 2018/19**
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 2018/19.**
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. **Election of Representatives of Voluntary Bodies:** To receive nominations to sit on the committees of voluntary / not-for-profit bodies. Enc
9. **Cheque Mandate:** To elect the cheque signatories for the HSBC and CCLA accounts. Enc
10. **Election of Newsletter Editor for 2018/19**
11. **Times and Dates of Meetings 2018/19:** 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 16 May 2019.
 - 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.
12. **Accounts for the Financial Year 2017/18:** To note the Analysis of Budget & Cheque Register and to consider adopting the Receipts & Payments Statement, all covering the period 1 April 2017 to 31 March 2018. Encs
13. **Annual Return 2018:** To consider the Internal Auditor's Report and consider adopting Parts 1 and 2 of the Annual Return. Encs
14. **Plans:** To consider planning applications from Kirklees Plan Lists weeks commencing: 2, 9, 16, 23, 30 April and 7 May 2018, as well as any applications deferred from the previous meeting and any other urgent applications. Lists can be viewed on: www.kirklees.gov.uk Encs
15. **Planning Appeals:** To consider any planning appeals before the Parish Council and agree responses.
16. **Accounts:** To approve the cheque schedule for May 2018. Enc
17. **Grants Rules:** To consider reviewing the grants rules. If agreed, to consider how the review shall be carried out. Enc

/Cont'd

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
10 May 2018

AGENDA for the ANNUAL PARISH COUNCIL MEETING ON 17 MAY 2018

The following two items are for information only:

18. **Correspondence & Information:** To report any correspondence received, notify replies, details of future meetings, etc.
19. **Agenda Items:** To request items for debate at future meetings.

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