

KIRKBURTON PARISH COUNCIL

Tel: 01484 604391 : Email: clerk@kbpc.co.uk : Website: www.kbpc.co.uk

Office Hours: 9.30 am to 1.30 pm on Mondays and Thursdays

Information for Members of Kirkburton Parish Council

Congratulations on your election to Kirkburton Parish Council! Below is some initial information to help you to become familiar with our organisation, or to act as a reminder if you have been re-elected. The first meetings are on Thursday 16 May and Parish Council meetings are normally held on the first Thursday of each month, except for May.

Thursday 16 May 2019 at The Hub, Riley Lane, Kirkburton HD8 0RZ

7.30 pm Annual Parish Meeting:

This is a public meeting for the electorate of the Parish.

8.00 pm Annual Parish Council Meeting:

This is the first meeting of the Parish Council when the Chairman and Vice Chairman will be elected for the year. The Council will also elect the committee members and various other positions.

If for any reason you are unable to attend any of the Parish Council / Committee meetings you need to submit your apologies along with the reason for your absence to me before the meeting.

Thursday 6 June 2019 at Burton Village Hall, Northfield Lane, Highburton HD8 0QT

7.30 pm June Parish Council meeting

NB: All members must sign their Declaration of Acceptance of Office in the presence of the Clerk before they can take part in the Annual Parish Council meeting, or act as a Councillor.

A form is enclosed – you are welcome to visit the office during the opening hours or you can complete it before the start of the Annual Parish Council meeting. Please arrive early to allow time for this.

Contact Details: Could you please let me have your contact details as a matter of urgency, so that you will receive all the mailings and information prior to the Annual Meeting. A form is enclosed. The Elections Officer has shared your postal address if you have given permission for her to do so, but there are a few candidates, for whom I have no contact details at all.

Disclosable Pecuniary Interests: The Parish Council has adopted the same Code of Conduct for Members as Kirklees Council. Members are required to notify their Disclosable Pecuniary Interests within the Parish Council boundary within 28 days of taking office. Full details can be found at Para 4 of the attached Code of Conduct.

The meeting papers are issued one week in advance. They are sent electronically to all members for whom I have an email address, and are also sent out by post. You can choose not to have the paper copies, if you wish.

You are advised to visit the Council's website for full details of the organisation. If you have any queries, please do not hesitate to contact me and I will be happy to help if I can.

I hope you enjoy your Term of Office on Kirkburton Parish Council.

Angela Royle
Clerk to the Council