

9<sup>th</sup> May 2022

Dear Councillor

You have been summoned to attend the **Annual Meeting of Upton and North Elmsall Parish Council**, which will take place on **Monday 16<sup>th</sup> May at 6.30pm** in the Main Hall at the Village Hall, Upton for the purpose of transacting the following business, after the public session has been held if required. The statutory monthly meeting of the Parish Council will follow the closure of the Annual meeting.

Yours sincerely

Ms P Kitchin  
Clerk & RFO to the Council

**PUBLIC SESSION** – Members of the public may raise matters relating to items on the agenda here. It would be beneficial if these are notified in advance to the Clerk. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item at later date. Members of the public are welcome to stay for the Parish Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

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

1. Election of Chairman and signing of the Declaration of Acceptance of Office Form
2. To receive apologies for absence
3. Declarations of Interests and Dispensations.
  - 3.1 To receive declarations of interest not already declared under the Parish Councils code of conduct or members Register of Disclosable Pecuniary Interest.
  - 3.2 To receive, consider and decide upon any applications for dispensation.
4. Election of Vice-Chairman.
5. Election of members to working parties/committees
  - Employment/Staffing Committee – currently 7 members
6. To approve Terms of Reference:
  - 6.1 Terms of Reference for the Finance Working Party.
  - 6.2 To approve Terms of Reference for the Staffing and Employment Committee.
7. Election to outside bodies:
  - a. Joint Burial Board Committee – three representatives – current Cllrs P Kitching, E Griffin and K Davison.
  - b. Yorkshire Local Council Association - two representatives

8. To approve or amend any Parish Council Policies and Regulations, previously adopted - see attached list – if any Parish Councillor wishes to view the policies before the Parish Council meeting, please contact the Clerk – to note the current policies can be altered at anytime with approve from the Parish Council.
9. In accordance with the Parish Councils Grant Policy to nominate two Parish Councillors to collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
10. To approve dates for future monthly Parish Council meetings.
11. To approve continuation of free use of the Village Hall's main hall – Benevolent Fund, Benevolent Fund Christmas Tea (usually end of November) Over 60's Keep Fit, Womens Institute, Political Parties, Dance Class (examinations only approximately once/twice a year), Upton History Group, Friends of the Community and Over 60s Ladies Group.
12. To approve continued free use of the Book Xchange/library for the following groups - Womens Institute Committee for its monthly meetings, SESKU Festival Committee, Citizens Advice.
13. To approve Internal Auditor for the financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 – Alison Cocliff BA (Hons) ACMA, CGMA – Managing Director of Integra Accountants.
14. To approve the Parish Councils Asset Register
15. To approve the Parish Councils Risk Assessment - This can be amended at any time by approval of the Parish Council.
16. To approve direct debits and standing order payments - to note: any new direct debits/standing orders require Parish Council approval.

N.B. 'Members attention is drawn to the disclosure of Interest pursuant to section 27 of the Localism Act 2011 and adopted by the Parish Council on the 13<sup>th</sup> June 2012

