

## **LEDSHAM PARISH COUNCIL**

### **NOTICE OF THE ANNUAL MEETING OF THE COUNCIL**

You are hereby summoned to attend the Annual Meeting of Ledsham Parish Council to be held at **the Ledston Lodge Education Centre, New Road, Ledsham** on **Wednesday 25<sup>th</sup> May 2022** commencing at **7pm** for the purpose of transacting the following business.

Mr C Pilkington  
Clerk to Ledsham Parish Council

### **AGENDA**

- 1. ELECTION OF CHAIRMAN**  
To elect a Chairman of the Council for 2022/2023
- 2. ELECTION OF VICE-CHAIRMAN**  
To elect a Vice-Chairman of the Council for 2022/2023
- 3. APOLOGIES**  
To receive apologies for absence and to approve reasons for absence
- 4. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
  - (a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct
  - (b) To receive and decide upon requests for dispensations to councilors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 5. PUBLIC PARTICIPATION SESSION**  
To receive questions, comments, and suggestions for items for further consideration by the Parish Council from members of the public
- 6. MINUTES OF MEETINGS**
  - (a) To receive and confirm the minutes of the meeting of the Parish Council held on Wednesday 27<sup>th</sup> April 2022
  - (b) To note the draft minutes of the Annual Parish Meeting held on Wednesday 18<sup>th</sup> May 2022 and to consider any action required
- 7. REVIEW OF COMMITTEES AND APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
  - (a) To receive the minutes of the last meetings of any committees
  - (b) To consider any recommendations from committees
  - (c) To review the terms of reference of the Staffing Committee and to agree its membership for 2022-2023
  - (d) To consider the appointment of any new committees for 2022-2023

- (e) To agree representatives to YLCA Leeds Branch meetings for 2022/2023
- (f) To agree representatives to the Leeds City Council Outer East Community Committee Meeting for 2022/2023

**8. REVIEW OF POLICIES AND OTHER ARRANGEMENTS**

- (a) To review the standing orders and financial regulations of the Council and to consider any action required
- (b) To review the delegation arrangements to staff, committees, sub-committees, and other local authorities
- (c) To review arrangements (including legal arrangements), with other local authorities, not-for-profit bodies and businesses
- (d) To review representation on or work with external bodies and arrangements for reporting back
- (e) To review the inventory of land and other assets including buildings and office equipment
- (f) To confirm arrangements for insurance cover in respect of all insurable risks
- (g) To review of the Council's and staff subscriptions to other bodies
- (h) To review the Council's complaints procedure
- (i) To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation and to consider any action required
- (j) To review the Council's policy for dealing with the press/media and to consider any action required
- (k) To review the Council's employment policies and procedures and to consider any action required
- (l) To review the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence

**9. PARISH MATTERS**

- (a) To note the resignation of Cllr Audrey Taylor and to consider any action required
- (b) The Queen's Platinum Jubilee Celebrations 2022 – To receive an update and to consider any action required

**10. FINANCIAL MATTERS**

- (a) To receive the report of the internal auditor for 2021/2022 and to consider any action required
- (b) To review the effectiveness of the system of internal controls and to consider any action required
- (c) To approve and complete the Annual Governance and Accountability Return for 2021/2022 including the certificate of exemption from needing a limited assurance review and to confirm the dates for the period of exercise of public rights
- (d) To receive and approve the bank reconciliation for April 2022 and to examine the bank statements
- (e) To receive and approve the budget report (dated 20<sup>th</sup> May 2022)

- (f) To approve the following payments:
- (i) Big Bounce UK, Bouncy castle hire for Jubilee events, £312
  - (ii) Event Insurance, Public liability insurance for Jubilee events, £219
  - (iii) Volta Compliance, Barn electrics for Jubilee events, £558.72
  - (iv) CW & LJ Woodall, Hog roast pig for Jubilee events, £500.00
  - (v) Gallagher Insurance Brokers, 2022-2023 Insurance premium, £398.24
  - (vi) Mr Chris Pilkington, 2021-2022 Q4 Expenses, Amount to be tabled
- (g) To appoint the internal control checks councillors for 2022/2023
- (h) To receive an internal control checks report and to decide on any action required

**11. ITEMS FOR THE AGENDA OF THE NEXT MEETING**

To agree on items to be included on the agenda of the next meeting of the Council

**12. DATES AND VENUE OF NEXT MEETING**

To agree that the next meeting of the Council will take place on Wednesday 29<sup>th</sup> June 2022 at 7pm at the Ledston Lodge Education Centre, Ledsham

**CIRCULATION**

Councillors C Woodall (Vice-Chairman), E Broughton, L Goodall, W Holleran, A O'Leary and P Parkes.

Chris Pilkington PSLCC



Clerk & Responsible Financial Officer  
Ledsham Parish Council  
41 The Oval, Notton, Wakefield, West Yorkshire, WF4 2NX  
Tel: 01226 700260. E-mail: [clerk@ledshamparishcouncil.gov.uk](mailto:clerk@ledshamparishcouncil.gov.uk)  
20<sup>th</sup> May 2022