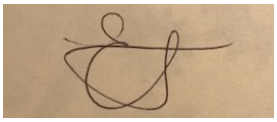
Annual meeting of Sharlston Parish Council to be held on Monday 17th May 2021 at 6.00 pm at Sharlston Community Centre

Subject to Government Guidance on social distancing measures, the Parish Council will permit members of the public to address the Council between 6.00 and 6.15 pm. The Parish Council reserves the right to prohibit admittance to the meeting if numbers exceed that which will permit safe social distancing.

The quorum of this meeting is the lesser of 1/3 of members entitled to vote or 3 members

AGENDA

1	**Election of Chairman**	• To Elect a Chairman of the Parish Council
2	**Acceptance of Office**	• Acceptance of office by the new Chairman
3	**Election of Vice-Chairman**	• To Elect a Vice-Chairman of the Parish Council
4	**Declarations of Personal Interests**	• To receive any declarations of interest not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests • To receive, consider and decide upon any applications for dispensation
5	**Apologies for Absence**	• To receive apologies and approve reasons for absence
6	**Co-option to Parish Council Vacancies**	• To consider the recommendation of the Parish Council's Recruitment Working Group and co-opt to the Parish Council's current vacancies
7	**Appointments to Committees & Outside Bodies**	• To review and agree appointments to Committees & Outside Bodies • To review and agree Terms of Reference for Committees & Outside Bodies
8	**Review of Delegated Decisions**	• To review and agree the list of Delegated Decisions
9	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 12th April 2021 as a true and correct record
10	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
11	**Ongoing Projects**	• To note updates and agree next steps on the following projects; - Community Centre / Church Lease - Rugby Club – CCTV Training
12	**Reports from Committees**	• To receive a report from the inspection of the Parish Council's Allotments held on 18th April and agree any actions • To receive a report from the Highways Working Party following a highways walk held on 6th May and agree any actions
13	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
14	**Items Requested by Councillors / Annual Schedule**	• To review and agree Financial Regulations • To review and sign Register of Interest Form • To receive and note a report from Sharlston Community Centre Management Committee • To review and agree Parish Council subscriptions • To review and agree the Parish Council's expenditure incurred under s.137 of the Local Government Act 1972 • To receive and agree the Annual Report for printing • To review cemetery plan and agree any actions • To consider a proposal for a community garden in Sharlston and a 'plant up the street' initiative
15	**Events/Attendance at Meetings**	• To consider any forthcoming events and agree representation at these if appropriate. • To note final arrangements for Open Day 2021
16	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
17	**Planning Decisions**	To receive Decision Notices as listed in **Appendix B**
18	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
19	**Future Agenda Items**	• To notify the Clerk of matters for inclusion on the agenda of the next meeting (please note that any motions for consideration are to be received 7 days in advance of the agenda being circulated)
20	**Financial Matters**	• To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To receive a bank reconciliation and budget comparison to 30th April 2021
21	**Date & Time of next meeting**	• To receive and confirm date of next meeting: Monday, 7th June at 6.30 pm

Signed by:  Emma King, Clerk to the Council)

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
21/00876/FUL	Sharlston Rovers ARLFC 28 Weeland Road, Sharlston Wakefield WF4 1DD	Extension to existing changing rooms	03/05/2021

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Post Office	Stamps and postage	£16.77 card
Post Office	Postage	£2.69 card
Viking	Ink	£37.18 card
YLCA	Finance Webinar – February 2021	£30.00 bank transfer
Companies House	Annual Accounts Filing	£13.00 card
Emma King	6 month mileage claim	£85.95 cheque

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
O2	Clerk's Mobile Phone	£43.13 dd
Zoom	Monthly subscription	£14.39 dd
A J Richardson	Movement of bricks for repair to Rugby Club wall	£48.00 cheque
Amberol	New planters	£3940.40 bank transfer
Old Sharlston Cricket Club	Grant	£300 bank transfer