Annual Meeting of Sharlston Parish Council to be held on Monday, 13th May 2024 at 6.00 pm at Sharlston Community Centre

The Parish Council will permit members of the public to address the Council between 6.00 and 6.30 pm. The Parish Council reserves the right to prohibit admittance to the meeting.

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

AGENDA

6.30 pm	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting**	
6.30 – 6.40 pm	**Election of Chairman**	• To Elect a Chairman of the Parish Council
6.40 – 6.45 pm	**Acceptance of Office**	• Acceptance of office by the new Chairman
6.45 – 6.55 pm	**Election of Vice-Chairman**	• To Elect a Vice-Chairman of the Parish Council
6.55 – 7.00 pm	**Declarations of Personal Interests**	• To review & agree the Register of Interest form for a further 12 months • To receive, consider and decide upon any applications for dispensation • 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 and sign the Code of Conduct / Register of Interest Forms
7.00 – 7.05 pm	**Apologies for Absence**	• To receive apologies for absence and record these in the minutes • To consider the approval of reasons for absence given by councillors
7.05 – 7.10 pm	**Parish Council Vacancies**	• To receive and accept any resignations • To consider the co-option of new Parish Councillors and agree any actions as appropriate
7.10 – 7.20 pm	**Appointments to Committees & Outside Bodies**	• To consider the approval of the Committee Terms of Reference for a further 12 months • To review and agree appointments to Committees & Outside Bodies
7.20 – 7.25 pm	**Review of Delegated Decisions**	• To review and agree the list of Delegated Decisions
7.25 – 7.30 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 8th April 2024 as a true and correct record
7.30 – 7.40 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
7.40 – 7.50 pm	**Ongoing Projects**	• To note updates and agree next steps on the following projects; - Lease between St Luke's Church & Sharlston Parish Council for Sharlston Community Centre - Extension of Sharlston Rovers Rugby Club - Use of former Taylor Wimpy land on The Heathers - Purchase of Wakefield Council land at Clifton Road
7.50 – 8.00 pm	**Reports from Committees**	• To receive an update report from the Allotments Committee, agree any further action as appropriate and agree a date for the next inspection • To receive an update report from the Heritage & Environment Committee and agree a date for the next meeting • To receive a report from the Highways Committee/Walk held on 20th April and agree any further action as appropriate
8.00 – 8.05 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
8.05 – 8.25 pm	**Items Requested by Councillors / Annual Schedule**	• To review & agree the Financial Regulations for a further 12 months • To review & agree the Expenses for Clerk Policy for a further 12 months • To review & agree the Parish Council's Risk Assessment Policy for a further 12 months • To review & agree a new Reserves Policy for the Parish Council • To review and agree the Local Government Transparency Code 2015 • To receive an annual report from the Community Centre Management Committee • To consider a draft copy of the Parish Council's Annual Report 2024 and agree further actions as appropriate • To receive a proposal from Cllr S Pollard regarding further bulb planting in the village and agree further actions as appropriate • To receive a proposal from Cllr J Nicholson regarding wildlife crossing signs and agree any further action as appropriate • To receive a proposal from Cllr S Pollard regarding a Christmas donation to Sharlston Community School and agree further actions as appropriate • To consider and agree plans for Christmas 2024 (standing item)
8.25 – 8.30 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To agree the final plans for Open Day 2024
8.30 – 8.35 pm	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
8.35 – 8.40 pm	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
8.40 – 8.45 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
8.45 – 8.50 pm	**Summary of Projects for Publication**	• To agree on any projects to be published externally and responsibility for these • To consider and agree how to promote Mental Health week 13 – 19th May 2024
8:50 – 8.55 pm	**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 and should be accompanied by a brief report)
8.55 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 30th April 2024 • To receive and note the cash book/bank reconciliation and budget comparison to 30th April 2024 • To receive, note and agree the internal auditor's report May 2024 • To receive, note and agree the Annual Governance & Accountability Report for the year ending 2023/2024 • To approve the accounts listed in Appendix C for payment and / or note payments previously authorised

Annual Meeting of Sharlston Parish Council to be held on Monday, 13th May 2024 at 6.00 pm at Sharlston Community Centre

		• To receive a proposal from Cllr S Pollard regarding new signage for Fernside and agree any further action as appropriate • To consider any grant applications and agree any actions as appropriate • To note Clerk's annual leave and agree any action as appropriate
9.00 pm	**Date & Time of next meeting**	• Saturday, 18th May 2024 – Annual Open Day • Monday, 3rd June 2024 at 6.30 pm

Signed by: *Emma King* (Clerk to the Council)

APPENDIX A - PLANNING APPLICATIONS

Application no.	***Location***	***Details***	***21 Day expiry / Target date***

APPENDIX B - DECISION NOTICES

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

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
UK Office Direct	Printer paper	£16.02 card
Cllr J Nicholson	Expenses relating to tree maintenance	£36.00 bank transfer
Julie Winham – Internal Audit Consultant	Internal Audit 2024	£475.00 bank transfer

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
O2	Clerk's Mobile Phone	£29.40 direct debit
Zoom	Monthly Subscription	£15.59 card