

DRAUGHTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE COUNCIL TO BE HELD ON
WEDNESDAY 11 MAY 2016 IN THE VILLAGE HALL AT 7.45PM FOLLOWING
THE ANNUAL PARISH MEETING AT 7.30PM

(Note: the start time may be delayed if the Annual Parish Meeting is still in progress)

A G E N D A

1. **Election of Chairman** – to elect the Chairman of the Council and receive the Chairman’s Declaration of Acceptance of Office
2. **Election of Councillors** – to receive Declarations of Acceptance of Office from all re-elected members of the Council
3. **Election of Vice-Chairman** – to elect the Vice-Chairman of the Council
4. **Apologies** – to receive apologies and consider reasons for absence
5. **Register of Interests** – to confirm interests held in the Register maintained by the Monitoring Officer
(Note: all councillors will need to complete new registration forms)
6. **Disclosure of interests** – to receive any declarations of interests not already recorded in the Members’ Register of Interests, to note any interests relevant to the business of the meeting (whether previously registered or not), and, if so required, to receive and consider applications (if any) for dispensation pursuant to the Council’s Code of Conduct for members with an interest to take part in the discussion and vote on the business in question
7. **Minutes** – to confirm the Minutes of the Meeting held on 13 April 2016 as a true and correct record *(attached)*
8. **Matters arising** – to receive the Clerk’s report for information and to decide further action where necessary on the following ongoing issues:
 - (i) To note grant funds received and consider proposals for the purchase of a defibrillator
 - (ii) To receive further information following the repair of the computer
9. **Delegation to Committees and Officers** –
 - (1) to review the delegation arrangements of the Council
(Note: no authority currently delegated to committees or other local authorities; an explanation of authority currently delegated to the Clerk available on website)
 - (2) to consider the re-appointment of a superfast broadband advisory committee and, if so required, review its Terms of Reference *(copy attached)* and appoint member(s) to it

*Clerk to the Parish Council: Mrs Jane Markham
The Pines, Draughton, Skipton, BD23 6DU*

Tel: 01756 711305

Email: parishclerk@draughton.org

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10. **Policies and Procedures of the Council -**
 - (1) to review and confirm the existing policies and procedural documents of the Council (*list attached of core documents previously circulated to Member; copies of documents available on website*)
 - (2) to consider the following additional policies for adoption:
(*Copies attached*):
 - Disciplinary and Grievance
 - Training
 - Co-option
 - Training
11. **Planning** – to note and decide action as necessary on the following planning matters: *No applications this month*
12. **Annual Return and Accounts 2015/16** – to consider the financial accounts 2015/16 and the report of the Internal Auditor, and, if thought fit, approve the annual governance statement and financial statement for signature by the Chairman and Responsible Financial Officer
(*Copy of audited Receipts and Payments Statement to follow*)
13. **Register of Assets** – to review and confirm the Council’s Register of Assets
(*Copy to follow*)
14. **Other Financial Matters** –
 - (1) to approve the presented list of accounts paid (as authorised) in the month, and to approve the month’s invoices for payment:
Scottish Power £57.08
(*Copy of payments schedule circulated to Members*)
 - (2) to consider the renewal of the Council’s insurances with Hiscox, as recommended by Came & Co (Brokers)
(*Schedule of quotations circulated to Members*)
15. **Consultations and Correspondence**– to note correspondence circulated for information
16. **Public Consultation** – to review arrangements for public consultation sessions at meetings
17. **Meeting Schedule 2016/17** – to confirm the dates of meetings in 2016/17
(*Copy of draft schedule attached*)
18. **Business for Next Meeting** – to notify the Clerk of matters for inclusion on the agenda of the next meeting
19. **Date of Next Meeting** – to confirm the date: 15 June 2016

The Press and Public are invited to attend

Local Electors wishing to have any issues raised at the meeting are asked to notify the Clerk (preferably in writing) in advance of the meeting. At the discretion of the Chairman, any such issues will be included on the Agenda.

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