

MICKLEFIELD PARISH COUNCIL

Official Notice of the Annual Meeting of Micklefield Parish Council to be Held on:

Thursday 12th May 2022, Churchville House, Churchville Drive, LS25 4AW, to commence at 7.15pm.

Members of the Council are summoned to attend this meeting. Meetings are open to press and public. The press and public may only speak during the public forum.

Signed:

Clerk

Date: 6th May 2022

AGENDA

22/01 To elect the Chairman of Micklefield Parish Council

22/02 To receive the Chairman's Declaration of Acceptance of Office

22/03 To receive questions and comments from members of the public (PUBLIC FORUM)

22/04 MEMBERS' INTERESTS

/1 To disclose or draw attention to any disclosable pecuniary interests and any other significant interests that the member wishes to declare in the public interest, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14

/2 To agree that each member will review his/her Register of Interests and notify the Clerk of any changes

22/05 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

22/06 To consider dispensation requests received by the Clerk prior to the meeting

22/07 To identify any items requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, and the reason for exclusion

22/08 To inspect the Parish Council's legal documents (list attached)

22/09 To confirm the Parish Council's assets (register attached)

22/10 To elect the Vice-Chairman

22/11 To elect the Treasurer

22/12 To appoint the members of the Finance and Corporate Management Committee

22/13 To confirm the Parish Council's working groups (list attached)

22/14 To confirm the members of the Parish Council's working groups (list attached)

22/15 To confirm the co-ordinators of the Parish Council's working groups (list attached)

22/16 To appoint (a) representative(s) to YLCA Leeds Branch

22/17 To appoint (a) representative(s) to the Peckfield Landfill Site Liaison Committee

22/18 To appoint a (a) representative(s) to the Hook Moor Liaison Committee

22/19 INSURANCE

/1 To review the Parish Council's current insurance cover

/2 To note that the current limit of indemnity within the fraud and dishonesty section of the Parish Council's insurance cover is £350,000.00, which insufficient to cover the Parish Council's current and future (CIL) funds

/3 To agree to increase the limit of indemnity within the fraud and dishonesty section of the Parish Council's insurance cover to £500,000.00

22/20 POLICY REVIEW

/1 To review the Parish Council's policy documents

22/21 CODE OF CONDUCT

/1 To approve the adoption of the Local Government Association Model Councillor Code of Conduct 2020 as Micklefield Parish Council's Councillor Code of Conduct in place of the current Code of Conduct 2012 and in accordance with the provisions of the Localism Act 2011 s28-33 (LGA model attached)

22/22 ANNUAL AUDIT 2021/22

/1 To note the detailed receipts and payments report, including budget variance and percentage of budget spent for the financial year ending 31 March 2022 (attached)

/2 To note the annual budget report for the financial year ending (attached)

/3 To note a bank reconciliation for the financial year ending 31 March 2022 (attached)

/4 To note the prepaid debit card account and year end reconciliation for the financial year ending 31 March 2022 (attached)

/5 To note the Annual Internal Audit Report for 2021/22 on page 4 of the Annual Governance and Accountability Return 2021/22 (attached)

/6 To approve Section 1 – Annual Governance Statement 2021/22 for Micklefield Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22 (attached)

/7 To approve Section 2 – Accounting Statements 2021/22 for Micklefield Parish Council on page 6 of the annual Governance and Accountability Return 20221/22 (attached)

/8 To approve the publication of documents required by Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 (SI 2015/184), and the Transparency Code for Smaller Authorities

/9 To set a date for the exercise of public rights in accordance with Local Audit and Accountability Act 2014 Sections 26 and 27 and the Accounts and Audit Regulations 2015 (SI 2015/234)

22/23 To approve the minutes of the meeting held on Thursday 7 April 2022 (attached)

22/24 To note matters arising from the minutes of the meeting held on Thursday 7 April 2022 FOR INFORMATION ONLY

22/25 FINANCE

/1 To approve the accounts for payment (attached)

/2 To note that the parish precept and LCTS grant were paid into the Parish Council's account on 1 April 2022 (information attached)

/3 To note that a VAT reclaim of £5999.60 for the period 1 April to 31 December 2021 was submitted to HMRC on 26 January 2022 and paid into the Parish Council's account on 9 March 2022 and that a further reclaim of £1518.68 for the period 1 January to 31 March 2022 was submitted to HMRC on 20 April 2022

22/26 PROW MAINTENANCE

/1 To approve the appointment of a contractor to undertake the annual cutting of the Public Rights of Way

/2 To note the end of year Community Paths Partnership account (attached)

22/27 To note that the next Parish Council meeting will be held on Thursday 26 May 2022, at Churchville House, Churchville Drive, to commence at 7.15pm

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

6 Churchville Avenue
Micklefield
LEEDS
LS25 4AS
(0113) 2875829
clerk@micklefield-pc.gov.uk