

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL
ANNUAL MEETING OF THE GROUPEd PARISH COUNCIL (SERVING KIRKBY
MALZEARD AND LAVERTON PARISHES) 2020

To be held remotely commencing at 7.30pm on Tuesday May 04, 2021.

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in ‘The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020’. The meeting has the same status as a meeting held ‘in person’ and will operate in accordance with our Standing Orders, Code of Conduct and other relevant procedural documents.

The meeting is open to Members of the Public, and anyone interested in observing or participating should contact the Clerk for details of how to take part.

Join Zoom Meeting:

<https://us02web.zoom.us/j/87426256906?pwd=NEpJQU5nSjY5NSs4S0FIVDh3Wktidz09>

Meeting ID: 874 2625 6906

Passcode: 393795

AGENDA PART 1

- 1. Election of Chair and Vice-Chair.** Completion of ‘Acceptance of Office’ form by Chair.
- 2. Welcome. Apologies for absence from Councillors – approve reason why unable to take part. Brief summary of the procedures at remote meetings.**
- 3. Approve the Minutes of the Parish Council meeting held on 26th April 2021**
- 4. Governance Documents for 2021 onwards – Approve the adoption of the following documents:**
 - a) Local Government Association new model Code of Conduct.
- 5. Governance Documents for 2021 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):**
 - a) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media)

b) Financial Regulations.

c) Risk Assessments Register incorporating separate Risk Assessment for Play Area.

Consider the proposal (in relation to the risk assessments of the Property Assets) to withdraw the necessity for monthly reporting of inspections of these assets as this is not a requirement by our Insurers - except for the children's play area. Instead, Councillors would report on their allotted assets before the annual Insurance policy is renewed.

d) Publication Scheme

6. Financial matters – review and approve the following:

- a) Insurance arrangements – approve 2021 Schedule of Assets for Insurance Purposes adding any additional items. (Clerk to email a copy to Councillors.)
- b) Insurance arrangements – approve renewal of policy with AVIVA from 01.06.21 for a premium of £580.50 payable to BHIB Insurance brokers.
- c) Expenditure incurred under s 137 of LGA 1972 for 2020-21 (Chair to circulate)
- d) Subscriptions to YLCA.
- e) Cheque signatory arrangements. Note: signatories to monitor bank account now on-line banking has been introduced. Designated Primary User to have authority to make payments.
- f) Commuted sums currently available under s106 of Town and Country Planning Act 1990. (Chair to circulate.)

7. Register of Interests.

- a) Councillors to advise Clerk of any revisions necessary to forms (held by Clerk and available on HBC website).

8. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust
- b) Approve two Councillors to have voting rights at YLCA meetings (all Councillors able to attend).
- c) Kirkby Malzeard Area Community Association (once registered as Charity).

9. Committees.

- a) Approve re-adoption of Terms of Reference and membership of advisory Committee known as Neighbourhood Plan Steering Group.

10. General Data Protection Regulations - Approve the re-adoption with any amendments agreed of the following documents: (available on the website under GDPR)

- a) Data/Information Audit
- b) General Privacy Notice

- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

11. Employment.

- a) Staff Appraisal – Clerk
- b) Salary Review (including Homeworker Allowance)
- c) PAYE arrangements review.
- d) Note the existence of the following employment related documents approved in 2020: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (copies held by the Clerk and Chairperson)

12. Review of Property Assets as detailed in current Asset Register (Clerk to email a copy to Councillors)

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYCC.
- d) Other Assets.

13. Review of Communications - Website, Noticeboards and Social Media

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018 (see accessibility statement on main community website)

14. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2022.
- b) 2022 Annual Parish Council meeting. (Clerk to circulate before meeting)

Agenda Part 2- Items included as responses required before next Ordinary Meeting:

15. Laverton Defibrillator

Approve the Parish Council ordering the purchase of a defibrillator and necessary ancillary equipment and installation on the basis funds have previously been transferred from a local family to the Parish Council account to cover this expenditure

16. Financial Items

Approve the following payments (including VAT where applicable);

Payee	Amount	Item paid for
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Groundworks UK	£2716.83	Repayment of unspent Neighbourhood Plan grant
BHIB	£580.50	Insurance
Morgan Estates	£467.00	Grass Cutting

Date of next meeting: May 24, 2021

Dated 29.04.2021

PARISH CLERK

Victoria Preston 17 Cypress Gardens, Ripon HG4 2LT (postal enquiries only). Tel 07725 801675

Email: clerk.kmldpc@outlook.com Agenda (and General Privacy Notice) available on

www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

