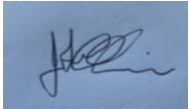


KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

OFFICIAL NOTICE OF THE ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBY MALZEARD AND LAVERTON PARISHES) 2024

Annual Meeting of Kirkby Malzeard, Laverton and Dallowgill Parish Council on Monday 20 May 2024 at 6pm in the Annex, Mechanics Institute, Kirkby Malzeard.

Signed:



AGENDA

- 1. Election of Chair and Vice-Chair.** Completion of 'Acceptance of Office' form by Chair.
- 2. Welcome to the new Parish Council. Apologies for absence from Councillors - approve reason why unable to take part.**
- 3. Finance Documents 2023-24.** NB Due to the handover of Clerk duties, these were considered and approved at the 29 April 2024 meeting of the Parish Council
- 4. Governance Documents for 2024 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):**
 - a) Code of Conduct
 - b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media)
 - c) Financial Regulations. To adopt the NALC model financial regulations 2024
 - d) Risk Assessments Register incorporating separate Risk Assessment for Play Area.
 - e) Publication Scheme
- 5. Financial matters – review and approve the following:**
 - a) Insurance arrangements – approve 2024 Schedule of Assets for Insurance Purposes adding any additional items. (Chair to email a copy to Councillors.)
 - b) Expenditure incurred under s 137 of LGA 1972 for 2023-24 (none)
 - c) Subscriptions to YLCA (agreed 29 April 2024).

- d) Bank signatory arrangements. Note: signatories to monitor bank account now on-line banking has been introduced. Designated Primary User to have authority to make payments.
- e) Commuted sums currently available under s106 of Town and Country Planning Act 1990. Sums available under Community infrastructure levy. (Clerk circulated April 2024.)

6. Register of Interests.

- a) Cllrs to inform Clerk of any revisions necessary to forms.

7. 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).

8. Committees.

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

9. 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

10. Employment.

- a) Staff Appraisal – Clerk (N/A this year as the new Clerk has just started work 1 May 2024)
- 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)

11. Review of Property Assets as detailed in current Asset Register (Chair 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.

12. 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)
- b) Consider the recent recommendations from the Auditor to change the Parish Council email addresses and website to a gov.uk domain name

13. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2025.
- b) 2025 Annual Parish Council meeting.
(Chair to circulate before meeting)

14. Any Other Business: Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting.

Date of next meeting: Date of Next meeting Monday 24th June 2024 at 7.20pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 18th June 2024 please.

Dated 15.05.2024

PARISH CLERK: John Collins Conifers Main St Kirkby Malzeard HG4 3RS (postal enquiries only). Email: clerk.kmldpc@outlook.com Agenda (and General Privacy Notice) available on www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

