



# DENBY DALE PARISH COUNCIL

Council Offices, Commercial Road, Skelmanthorpe,  
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Chairman J Cook Parish Clerk: Carole Wadsworth

8 May 2019

## Public Notice of Meeting

Annual Meeting of the Parish Council to be held on Tuesday 21 May in the Council Chamber, Council Offices, Commercial Road, Skelmanthorpe at 8pm (or immediately after the Annual Parish Meeting) to transact the business set out below.

**Carole Wadsworth**  
Clerk to the Council

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*Declarations of Acceptance of Office to be signed prior to the commencement of the meeting by all members therefore please arrive early to allow for this*

### AGENDA

1. **Election of Chair**  
To elect a Chair of the Council for the ensuing civic year.
2. **Declaration of Office and to resolve any outstanding Declarations to be signed at the next appropriate meeting of the Council.**
3. **Presentation to Retiring Chair and Vote of Thanks.**
4. **Election of Vice Chair**  
To elect a Vice-Chair of the Council for the ensuing civic year.
5. **Apologies for Absence**
6. **Open Session**
7. **Minutes**  
To confirm as a correct record, if agreed, the minutes of the following meetings:  
Full Council – 2 April (*attached*)  
Plans Scrutiny – 30 April (*to be tabled*)
8. **Finance Matters**
  - Orders for Payment: To approve Orders for Payment (*to be tabled*)
  - To Authorise Payment of Salary: To authorise the payment of Clerk's and Countryside Officer's salary, WYPF and HMRC for May.
  - Schools Grant Request: To consider grant request from Scissett Academy for £1000 (*attached*)
  - Community Grant Request: To consider grant request from Birdsedge Village Hall for £1100 (*attached*)
9. **To Receive the Annual Accounts 2018-2019**  
The statutory requirement for all councils/parish meetings to approve Section 1 (the Annual Governance Statement) before Section 2 (the Accounts).
  - a. Internal Audit Report: To approve the report of the Internal Auditor (*attached*) – NB if members have any questions regarding the report, the internal auditor, Samantha Sutcliffe can be contacted by email at [sam.sutcliffe@torevelldent.co.uk](mailto:sam.sutcliffe@torevelldent.co.uk) or by telephone 01274 224315)
  - b. Annual Return: To approve Section 1, the Annual Governance Statement and the Annual Return for the year 2018-2019 Section 1 (*to be tabled*)

- c. Annual Return: To approve Section 2, the Accounting Statements *(to be tabled)*  
*Both Sections to be considered as directed by law.*
- d. Publication of documents: To approve publication of documents in accordance with the Accounts & Audit Regulations 2015, the Local Audit regs and the Transparency Code for Smaller Authorities.
- e. Annual Accounts 2018-19: To approve the annual accounts for the parish council *(to be tabled)*

**10. Standing Committees of the Council**

To consider the appointment of the following standing committees:

- 10.1 Plans Scrutiny Committee (10 plus the Chair and Vice Chair)
- 10.2 Finance and General Purposes Committee (8 plus the Chair and Vice Chair)
- 10.3 To elect the Chair and Vice Chairs of the above Committees

**11. Staffing and Appeals Committees**

- 11.1 To confirm the membership of the Staffing Sub Committee as the Chair and Vice Chair of the Council and the Chair and Vice Chair of the Finance & General Purposes Committee
- 11.2 To confirm the membership of the Appeals Committee as all members of the Finance & General Purposes Committee who are not members of the Staffing Sub Committee

**12. Sub Groups/Working Parties of the Council**

To consider the establishment/membership of working parties/sub groups of the Council

- 12.1 Working Party on Public Transport
- 12.2 Business Plan Group
- 12.3 Heritage Working Party
- 12.4 Council Building Working Group
- 12.5 Churchfields Working Group

**13. Denby Dale Parish Environment Trust**

To appoint an Executive Committee and Ordinary Member to the Denby Dale Parish Environment Trust.

**14. Denby Dale Parish Countryside Project**

To appoint three Parish Councillors to the Steering Group of the Denby Dale Parish Countryside Project.

**15. Yorkshire Local Councils Associations**

To appoint two voting representatives to attend the YLCA Branch Meetings.

**16. Appointment of Representatives to Local Organisations**

To appoint one representative each to the following bodies:

- 16.1 Public Rights of Way Forum
- 16.2 Historic Buildings Trust
- 16.3 Clayton West Millennium Green Trust
- 16.4 Rural Transport Partnership
- 16.5 School Governors

**17. Annual Subscriptions**

To confirm the Council's annual subscriptions to the following organisations/periodicals to be paid as they fall due: Society of Local Council Clerks, Penistone Line Partnership, and Yorkshire Local Councils Associations.

**18. General Power of Competence**

To confirm that the council meets the legal criteria set out in the Localism Act 2011 and is eligible to use the General Power of Competence with immediate effect *(paper attached)*

**19. Matters Raised by Councillors -**

- Any further action regarding letter of complaint *(all)*