



DENBY DALE PARISH COUNCIL

Council Offices, Commercial Road, Skelmanthorpe,

Huddersfield HD8 9DA

Telephone 01484 861239

Email: clerk@denbydale.com

Web Site: www.denbydale.com

Chairman: Cllr Neil Denby

Parish Clerk: C Wadsworth

20 April 2021

Regulation 5 (6) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Public Notice of Meeting

The Annual Meeting of the Parish Council to be held on Tuesday 4 May at 7.30pm (or immediately after the APM). (meeting to be held on-line by via Zoom)

Topic: APM and ACM

Time: May 4, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/92182234838?pwd=TERDbFprWERKMUISL3RjbmpiRjBrQT09>

Meeting ID: 921 8223 4838

Passcode: 158614

One tap mobile

+16465588656,,92182234838#,,,,*158614# US (New York)

+16699009128,,92182234838#,,,,*158614# US (San Jose)

Carole Wadsworth
Clerk to the Council

AGENDA

- 1. Election of Chair**
To elect a Chair of the Council for the ensuing civic year.
- 2. Declaration of Office and to resolve outstanding Declarations to be signed after the meeting.**
- 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 – 6 April (*attached*)
Staffing Committee – 6 April (*attached*)
Plans Scrutiny Committee – 27 April (*to follow*)
- 8. To Receive the Annual Accounts 2020-21**
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 (*to follow*) – *NB if members have any questions regarding the report, the internal auditor from Torevell Dent can be contacted by telephone 01274 224315*
- b. Annual Return: To approve Section 1, the Annual Governance Statement and the Annual Return for the year 2021-21 Section 1
- c. Annual Return: To approve Section 2, the Accounting Statements
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 2020-21: To approve the annual accounts for the parish council
- f. Review of Internal Controls/Risk Assessment 2020-21: (*attached*)

9. Finance Matters

- Orders for Payment: To approve Orders for Payment
- To Authorise Payment of Salary: To authorise the payment of Clerk's and Countryside Officer's salary, WYPF and HMRC for May.
- Schools Grant: To consider grant application for outdoor clothing for Birdsedge First School (£1000) (*attached*)
- Community Grant: To consider grant application from Skelmanthorpe Cricket Club towards disability access for £70,000 (*attached*)

10. Standing Committees of the Council

To consider the appointment of the following standing committees:

- 10.1 Plans Scrutiny Committee
- 10.2 Finance and General Purposes Committee
- 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 Churchfields Working Group
- 12.5 Climate Emergency Working Group
- 12.6 Building 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. Climate Emergency Working Group

19. Holding of Future Meetings & Council Building:

- to review decision made in April and adjust, if necessary, meeting arrangements in light of any new government legislation around remote meetings
- To decide, if possible the date from which the Council Building can be re-opened to user groups/public.

20. Sickness Absence Policy: To approve and adopt Sickness Absence Policy as recommended by Staffing Committee (*attached*)

21. Matters Raised by Councillors –

- Request for dog bag dispenser, Elm Street (*Cllr Newton*)
- Request for waste bin, Pilling Lane (*Cllr Merry*)
- Archives Website – request to review on-going costs for the archive website (*Cllr Brook*)