

Hirst Courtney & West Bank Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the **Annual Meeting of Hirst Courtney & West Bank Parish Council** on **Monday 16th May 2022 at 7.00pm**. The meeting will take place at **The Sloop Inn, Temple Hirst**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

S. Rockliff

Clerk to Hirst Courtney & West Bank Parish Council.

AGENDA:

1. Election of Chairman

To elect the Chairman of Hirst Courtney & West Bank Parish Council for the year 2022 to 2023

2. Declaration of Acceptance of Office

The Chairman to sign the Declaration of Acceptance of Office at the Annual Meeting of the Council.

3. Apologies for Absence

3.1 To receive apologies for absence.

3.2 To consider the reasons for absence.

4. Election of Vice Chairman

To elect the Vice- Chairman of Hirst Courtney & West Bank Parish Council for the Year 2022 to 2023.

5. Declarations of Interest

To receive disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.

6. Questions from the Public.

To receive questions from the public.

7. Policies and Procedures

7.1 To review the Council's Code of Conduct

7.2 To review the Council's Standing Orders

7.3 To review the Council's Financial Regulations

7.4 To review the Council's Financial Risk Assessment

7.5 To review the Council's Asset Register

8. Appointment of Committees

To appoint Members to serve on Hirst Courtney & West Bank Parish Council's Committees

- 8.1 Finance Committee
- 8.2 Recruitment Committee

9. Appointment of Representative(s) for YLCA Branch Meetings with Voting Rights

To appoint up to two representatives for the Council for YLCA Branch Meetings.

10. Internal Auditor's Report. (Sent Separately)

To consider the Internal Auditor's Written Report to the Council

11. Internal Audit Report for 2021-2022. (Sent Separately)

To receive the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2021/22

12. Annual Governance Statement for 2021 to 2022 (Sent Separately)

To approve Section 1 – Annual Governance Statement 2021/22

13. Accounting Statements (Sent Separately)

- 13.1 To approve Section 2 – Accounting Statements 2021 to 2022
- 13.2 To approve the Bank Reconciliation
- 13.3 To approve the Explanation of Variances

14. Accounts and Audit Regulations

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

15. Certificate of Exemption

To approve the completion and submission of the Certificate of Exemption – AGAR 2021/22 Form 2

16. Planning Matters

To consider Planning Application Reference: 2022/0189/FUL Proposal: Change of use of a shed for retail use and supplying hydroponic equipment and the erection of an attached building for storage, growing and an office (retrospective) Location: Selby Hydroponics, West Bank, Carlton.