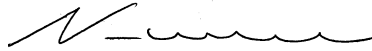


You are hereby summoned to attend the **Annual Meeting of Wadsworth Parish Council** 7.30pm in the Council Chamber on Tuesday **16 May 2023** at Hebden Bridge Town Hall

**NOTE:** Please enter the building by the side entrance on Hangingroyd Lane by 7.25pm (after 7.25pm for security reasons the entrance door will be locked).



Parish Clerk

## **AGENDA**

### **Part 1: Annual Meeting**

- 1 Appointment of Chairman for the year 2023-24**
  - a) Appointment of Chairman
  - b) Signature of Declaration of Office of Chairman.
  
- 2 Annual Meeting Business**
  - a) **Apologies and reasons for absence.**
  - b) **Members Interests** - to remind members of the need to declare any interests they might have in relation to items on this agenda.
  - c) **Appointment of Vice Chairman for the year 2023-24.**
  - d) **To appoint a Planning Committee, with delegated powers, for urgent situations.**
  - e) **To appoint a Finance Committee, with delegated powers, for urgent situations.**
  - f) **To appoint a Staffing Committee, with delegated powers for staffing matters.**
  - g) **Appointment of representatives on the following bodies:**
    - South Pennine Branch of YLCA
    - Heptonstall Exhibition and Richard Naylor Charities
    - Wadsworth Community Association
    - Calderdale Council Ward Forum
    - Town and Parish Liaison Group
    - Neighbourhood Plan Group
    - Hebden Bridge Old People's Welfare Group
    - Calderdale Council Safer Cleaner Greener
  - h) **Risk Management**
    - i) To report on the annual inspection of the Council Assets – 01.12.23
    - ii) To approve the Council's Corporate Risk Assessment 2023-24
    - iii) To confirm that the Council's Site-Specific Risk Assessments are up to date and in order.
  - i) **To Approve annual payments**
    - i) Anne Newsome Books – annual payment for books for Old Town Primary School
  - j) **Insurance review** – to agree the Council's insurance arrangements for 2023-24.
  - k) **Salary review** – to agree annual spinal column increment as per contract section 5.

### **Part 2: Standard Business**

- 3 Resolution to re-order remainder of the agenda.**
- 4 Public Discussion Time.**
- 5 Approval of the minutes:**
  - a) Meeting of the Council held on: 25.04.2023
- 6 Matters arising from the above minutes.**
- 7 Local Plans**
  - a) Calderdale Council Local Plan update.
  - b) Neighbourhood Plan update.
- 8 Clerk's Report:**
- 9 Financial Matters:**

- |      |                                                                                                             |         |
|------|-------------------------------------------------------------------------------------------------------------|---------|
| a)   | <b>Items for payment:</b>                                                                                   |         |
| i)   | Salaries/PAYE                                                                                               | £561.17 |
| ii)  | Allowance and reimbursement:                                                                                |         |
|      | - computer allowance - April                                                                                | £20.83  |
|      | - computer allowance increase - March                                                                       | £0.83   |
|      | - home working allowance                                                                                    | £18.58  |
|      | - home working allowance increase - March                                                                   | £1.25   |
|      | - Travel                                                                                                    | £2.70   |
|      | Total:                                                                                                      | £40.03  |
| iii) | Anne Newsome Books for Old Town Primary School                                                              | £100.00 |
| iv)  | Zurich insurance                                                                                            | £408.12 |
| b)   | <b>Financial reporting</b>                                                                                  |         |
|      | i) Bank reconciliations (monthly)                                                                           |         |
|      | ii) Budget monitoring (quarterly)                                                                           |         |
|      | iii) VAT Return (quarterly)                                                                                 |         |
| c)   | <b>Grants:</b> None received                                                                                |         |
| d)   | <b>Annual Governance and Accountability Return (AGAR) 2022-23</b>                                           |         |
|      | i) To note the Annual Internal Audit Report for 2022-23 included as part of the AGAR 2022-23.               |         |
|      | iii) To approve Section 1 - Annual Governance Statement 2022-23 for Wadsworth Parish Council, AGAR 2021-22. |         |
|      | iv) To approve Section 2 - Accounting Statements 2022-23 for Wadsworth Parish Council, AGAR 2022- 23.       |         |

**10 Correspondence:**

- a) YLCA: Chair's details consent form – for signing

**11 Planning:**

- a) **New Applications:** None

**To consider:**

**12 Road and Footpath Matters:**

**13 Allotments, Parking Spaces and Garages:**

**14 Playgrounds:**

- a) Bi-weekly inspections.

**15 Council Land Matters:**

**16 Climate Crisis:**

Request for update on Calderdale Climate Action Plan

**17 Representatives at outside meetings:**

**18 Date of next meeting & apologies in advance:**

26.04.23 Annual Meeting of the Parish

27.06.23 Wadsworth Parish Council June Meeting