KIPPAX PARISH COUNCIL

UNITY IN THE COMMUNITY

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Minutes of the Annual Meeting of Kippax Parish Council held Thursday 5th May at 7pm in the Methodist Church Hall.

Approved at the full council meeting held on Thursday 16th June 2022

Present: Councillor M. Eyre, Councillor H. Richardson, Councillor M. Biscomb, Councillor J. Bate, Councillor J. Biscomb, Councillor J. Simpson, Councillor M. Osman, Councillor J. Purcell, Councillor A. Parker, Councillor V. Land Councillor J. Almond and D Meir (Clerk).

017/FC/2223. Election of Chairman and Vice Chairman

a. To receive nominations and elect a Chairman
Councillor M. Eyre was nominated and elected as Chairman

b. To receive nominations and elect a Vice Chairman
Councillor M. Biscomb was nominated and elected as Vice Chairman

c. To receive the Declaration of Acceptance of Office forms from the newly elected Chairman and Vice Chairman
The Declaration of Acceptance of Office forms were signed.

018/FC/2223. Apologies

a. To note apologies and receive and approve any reasons for absence
Apologies were received from Councillor A. Hudspith, Councillor J. Mawson, Councillor G. Hardwick, Councillor D McEwan and Councillor H. Foley. **It was resolved** to approve the reasons for absence.

019/FC/2223. To Note any Declarations of Interest

a. To note declarations of interests not already declared under members code of conduct or members register of disclosable pecuniary interests
None

b. To approve dispensation requests
None

020/FC/2223. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so.
PLEASE NOTE: Total time limit for this item is 15 minutes
None present

021/FC/2223. Meeting of Kippax Parish Council held 21st April 2022

a. To approve minutes of the meeting of Kippax Parish Council held 21st April 2022 as a true and accurate record of that meeting
It was resolved to approve minutes of the meeting of Kippax Parish Council held 21st April 2022 as a true and accurate record of that meeting.

022/FC/2223. Review of delegation arrangements to committees and staff

a. To review and approve the scheme of delegation

It was resolved to approve the scheme of delegation

023/FC/2223. Review of the terms of reference for committees

a. To review and approve any amendments to the terms of reference for the Communications Committee

It was resolved to approve the amended terms of reference for the Communications Committee

b. To review and approve any amendments to the terms of reference for the Christmas Lights Committee

It was resolved to approve the terms of reference for the Christmas Lights Committee without any amendments

c. To review and approve any amendments to the terms of reference for the Finance and Corporate Governance Committee

It was resolved to approve the terms of reference for the Finance and Corporate Governance Committee without any amendments

d. To review and approve any amendments to the terms of reference for the Personnel Committee

It was resolved to approve the amended terms of reference for the Personnel Committee

e. To review and approve any amendments to the terms of reference for the Planning Committee

It was resolved to approve the terms of reference for the Planning Committee without any amendments

f. To review and approve any amendments to the terms of reference for the Village Services Committee

It was resolved to approve the amended terms of reference for the Village Services Committee

g. To review and approve any amendments to the terms of reference for the Youth and Leisure Committee

It was resolved to approve the amended terms of reference for the Youth and Leisure Committee

024/FC/2223. Appointment to existing committees

a. To receive nominations and elect six members to the Communications Committee

It was resolved to elect the following members to the Communications Committee:

- Councillor Eyre
- Councillor Mawson
- Councillor Osman
- Councillor Richardson

b. To receive nominations and elect two non-councillors to the Communications Committee

It was resolved to elect the following non-councillors to the Communications Committee:

- Joy Bate
- Val Laycock

c. To receive nominations and elect eight members to the Christmas Lights Committee

It was resolved to increase the membership to nine and elect the following members to the Christmas Lights Committee:

- Councillor Eyre
- Councillor Land
- Councillor Osman
- Councillor Richardson
- Councillor M. Biscomb
- Councillor Simpson
- Councillor Foley
- Councillor Hardwick
- Councillor Hudspith

d. To receive nominations and elect eight members to the Finance and Corporate Governance Committee

It was resolved to elect the following members to the Finance and Corporate Governance Committee:

- Councillor Eyre
- Councillor M. Biscomb
- Councillor Osman
- Councillor Foley
- Councillor Bate
- Councillor Hardwick

e. To receive nominations and elect six members to the Personnel Committee

It was resolved to elect the following members to the Personnel Committee:

- Councillor Eyre
- Councillor Almond
- Councillor Mawson
- Councillor Simpson
- Councillor Purcell

f. To receive nominations and elect six members to the Planning Committee

It was resolved to elect the following members to the Planning Committee:

- Councillor Eyre
- Councillor Almond
- Councillor Mawson
- Councillor Foley
- Councillor Osman

g. To receive nominations and elect two non-councillors to the Planning Committee

It was resolved to elect the following non-councillor members to the Planning Committee:

- Pat Foster
- Paul Smith

h. To receive nominations and elect eight members to the Village Services Committee

It was resolved to elect the following members to the Village Services Committee:

- Councillor Eyre
- Councillor Almond
- Councillor J. Biscomb
- Councillor Simpson
- Councillor Hudspith
- Councillor Parker
- Councillor Richardson

i. To receive nominations and elect ten members to Youth and Leisure Committee

It was resolved to elect the following members to the Youth and Leisure Committee:

- Councillor Eyre
- Councillor Almond
- Councillor J. Biscomb
- Councillor Purcell
- Councillor Land
- Councillor M Biscomb
- Councillor Richardson
- Councillor Foley
- Councillor Mawson

025/FC/2224. **Appointment to external bodies**

a. To receive nominations and elect two members as YLCA Branch representatives

It was resolved to elect Councillor Eyre as a YLCA Branch representatives and to confirm with Councillor Foley if she would like to continue in the role. If not Councillor Biscomb was elected as a replacement.

b. To receive nominations and elect a member as a representative on the High Street Team

It was resolved to elect Councillor Eyre as the High Street Team representative

026/FC/2223. Review and adoption of standing orders and financial regulations

a. To review and approve the standing orders.
   It was resolved to approve the amended standing orders
b. To approve the Finance and Corporate Governance Committee's recommendation to approve the financial regulations.
   It was resolved to approve the amended financial regulations

027/FC/2223. Review of the Council's employment policies and procedures

a. To consider and approve any proposed amendments to employment policies and procedures
   It was resolved to approve the employment policies and procedures without any amendments

028/FC/2223. Review of Council's other policies and procedures

a. To approve the Finance and Corporate Governance Committee's recommendation to approve the Expenses Policy.
   It was resolved to approve the expenses policy without any amendments
b. To approve the Finance and Corporate Governance Committee's recommendation to approve the Grants Policy, application form and term and conditions
c. **It was resolved** to approve the grants policy, application form and terms and conditions without any amendments
d. To review and approve the non-financial risk assessment.
   It was resolved to approve the non-financial risk assessment
e. To consider and approve any proposed amendments to the Councils other policies and procedures
   It was resolved to approve the council's other policies without any amendments

029/FC/2223. Review of Expenditure incurred under section 137 of the Local Government Act 1972

a. To review the Councils expenditure incurred under s.137 during 2021-22.
   The report was reviewed and it was noted that grant to the football club and the summer tennis session were provided under the power to provide recreation facilities (Local Government (Miscellaneous Provisions) Act 1976, S19) and not section 137 of the Local Government Act.

030/FC/2223. Approval of the schedule of regular payments

a. To approve the Finance and Corporate Governance Committee's recommendation to approve the payment of the schedule of regular payments of the year.
   It was resolved to approve the schedule of regular payments for the year.

031/FC/2223. Time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

a. To confirm that ordinary meetings of the Council will be held at 7pm on the third Thursday of each month in the Methodist Church Hall.
   It was resolved to confirm that the ordinary meetings of the Council will be held at 7pm on the third Thursday of each month in the Methodist Church Hall.

032/FC22/23. Administration

a. To receive an update on the DBS checks
   Councillor Bate's is still outstanding. Clerk to check on the system.
b. To consider any suggestions submitted by the public via the website and agree any actions.
   None received
c. To review the training evaluation forms and agree any actions
   None

033/FC/2223. Finance and Corporate Governance Committee

a. To consider Finance and Corporate Governance Committee's recommendation to approve the accounts for payment
It was resolved to approve the following accounts for payment:

Defibrillator	900.00
Clerk office costs	22.79
Caretaker's mileage	13.05
Defibrillator pads	127.20
Litter pickers	111.58
Panels for photo backdrop	47.59
Councillor Eyre mileage	9.00
Methodist Hall Hire 5th May	25.00
Beacon piper	100.00

b. To review and approve the additional accounts for payment
It was resolved to approve the following accounts for payment:

Beacon Event Refreshments	370.00
Picnic Entertainment	50.00
Picnic Entertainment	120.00
Picnic Entertainment	100.00
Hall hire -Scarecrow workshop	60.00
Two defibrillator cabinets	957.60

c. To review the wage slips and pension record and confirm their accuracy
Not yet available. Payment to be made between meetings and reported at the next Finance and Corporate Governance Committee meeting

d. To consider and approve the grant application from The Prince of Wales Trust
It was resolved not to approve the grant application from The Prince of Wales Trust because it does not meet the grant criteria of operating in the parish or demonstrating benefit to the residents of the parish.

e. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve payment of this year's grant to Kippax Band.
It was resolved to approve payment of £6,000 for this year's grant to Kippax Band

034/FC/2223. Environment and Climate Action Working Group

a. To receive an update from the Climate Action Group and agree any actions
The group have not had a meeting. Interest has been shown in the walking booklet produced by the Parish Council, with copies requested by the wellbeing coordinator and Garforth NET. Copies will also be provided to doctors' surgeries and St Aidens.

035/FC/2223. High Street Team

a. To receive an update from the High Street Team and agree any actions.
The next meeting is to be held on 29th May. Councillor Eyre is unable to attend.

036/FC/2223. Community Building

a. To receive feedback from Councillor Bate from Gibson Lane Community Centre Trustees Meeting
Councillor Bate will organise a meeting after the elections have taken place.

b. To receive feedback from Cllr M Biscomb regarding information received from Cllr Harland regarding ownership of Gibson Lane Community Centre.
No feedback has been received yet.

c. To receive any other updates on the proposal for an extension at The Gibson Lane Community Centre and agree any actions.
No updates received.

037/FC/2223. Secure Dog Park

a. To receive an update on the proposal for a secure dog park and agree any actions
To carry forward to the next meeting

038/FC/2223. Village Services Committee

a. To approve the purchase of replacement work trousers and boots for the village caretaker.
It was resolved to approve the purchase of the workwear requested as a cost of £49.99.
To be funded from petty cash.

039/FC/2223. Next Meeting

a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
None

b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 16th June 2022 at 7pm, in the Methodist Church Hall
It was resolved to confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 16th June 2022 at 7pm, in the Methodist Church Hall

Signed: _____ Date: _____