

Pannal and Burn Bridge Parish Council

Annual Meeting of the Parish Council Incorporating the Annual Parish Meeting

**Start time 6.00pm on Thursday 12th May 2022
In the Function Room at Pannal Village Hall**

All meetings of the Parish Council are open to the Press and Public

Agenda

- 1 To appoint a Chairman for the 2022 / 2023 session**
 - 2 Receive and sign the Chairman's declaration of office**
 - 3 Apologies for absence**
 - 4 Welcome to two new councillors: Cliff Trotter and Andrew Farrar**
 - 5 Co-option of additional councillor**
 - 6 Following the recent Election, Councillors to sign their "Declaration of Acceptance of Office"**
 - 7 To resolve to permit any councillor that is unable to sign their "Declaration of Acceptance of Office" at this meeting - or who has not undertaken this task before this meeting - to sign their Declaration before or at the next ordinary meeting of the council**
 - 8 Declarations of interest including any alterations / amendments**
 - 9 All councillors emailed a copy (with the agenda) of the council's Code of Conduct**
 - 10 Noting of "Parish Clerk Decisions at 14th April 2022" (emailed with agenda and posted on website / noticeboards)**
 - 11 To appoint a Vice-Chairman**
 - 12 To consider / affirm membership of sub-committees and approve relevant Terms of Reference (TOR) (TOR as circulated with agenda email)**
 - 13 To nominate (two) representatives to attend and vote at YLCA meetings**
 - 14 Neighbourhood Plan update - confirmation of consultation period 22nd April-3rd June 2022**
 - 15 To consider the following Thursday Meeting Dates and the continuation of the current start times (Planning: 5.30pm / Parish Council 6.00pm) in the Function Room, PVH: 9th June 2022, 14th July, 8th September, 13th October, 10th November, 8th December, 12th January 2023, 9th February and 9th March. Agree - unless otherwise determined by unknown circumstances - not to hold an August meeting.**
 - 16 Queen's Platinum Jubilee - event progress to-date**
 - 17 Finance and legal:**
 - a) To consider (and resolve to accept) P&BBPC's Standing Orders (emailed)
 - b) To consider (and resolve to accept) P&BBPC's Financial Regulations (emailed)
 - c) Annual Governance and Return (AGAR): confirmation of internal audit 2nd-13th May 2022
 - d) If date approved, 9th June 2022 meeting to include receipt / approval of the Annual Return of Governance Statements and to be signed off by the Chairman and RFO
 - e) To confirm expectation of dates for public inspection of Annual Return: Monday 13th June-Friday 22nd July 2022
- i) The current account and bank statement as at 12th May were approved by email and signed off by Cllrs Birchall, West and Oswin
 - ii) The payment of invoices and expense claims received as at 12th May were approved by email and signed off by Cllrs Birchall, West and Oswin and which included Zoom monthly

subscription / clerk's salary / YLCA "20s Plenty" training session / clerk's stationery items (toner cartridge, PC photo frame) / VisionICT domain renewal fee / QJubilee bunting invoice / DOswin expenses for QJ fireworks / Flexibubble NP Map print / APH Printing of NP additional summary copies. Confirmation of receipt from HBC re first Precept payment

- iii) To approve the draft End of Finance Year 2021-22 accounts (attached)
- iv) Budget for FY 2022-23 approved 14th April 2022
- v) Consideration regarding any need for additional clerk's hours

18 The Parish Meeting

19 Date and time of the next Council Meeting 9th June 2022 at 6.00 pm

Jane Marlow
Parish Clerk
6th May 2022