

**OFFICIAL NOTICE OF A MEETING OF GREAT & LITTLE PRESTON  
PARISH COUNCIL**

[www.greatandlittlepreston-pc.org.uk](http://www.greatandlittlepreston-pc.org.uk)

**To be held remotely on Wednesday 31<sup>st</sup> March 2021 at 18:30hrs**

Members of the Council are summoned to attend this meeting. Meetings are open to the press and public. The press and public may only speak during the 15 minute public forum Open Session.

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**AGENDA 31<sup>st</sup> March 2021 GALPPC MEETING**

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**1. Chairperson's Welcome and Open the Meeting;**

- a) To receive apologies and accept /approve reasons for absence
- b) To disclose or draw attention to any disclosable pecuniary interests and any other significant interests, or dispensations required.

**2. Open Session – members of the press or public may raise any matters concerning the Parish.**

*Each Parishioner will be allowed a maximum of 5 minutes to speak to the Parish Council. Thereafter any member of the Press or Public remaining for the duration of the meeting are silent observers and must not take part in any question, answer or discussion.*

**3. To make introductions to and from an RSPB St Aidan's representative and to agree a suitable plan for meetings and communication in the future.**

**4. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:**

**4.1 Governance and Policy –**

- a) To confirm that the Minutes of the Meeting of the Parish Council held on the 27th January 2021 be signed as a true and correct record
- b) To approve the return of the pre-remote meeting Agenda format
- c) To confirm the format for the Annual Parish Meeting scheduled for 28<sup>th</sup> April 2021
- d) To confirm the format for the Annual Parish Council meeting and the normal Parish Council meeting scheduled for 28<sup>th</sup> May 2021
- e) To receive and approve the Annual Plan for 2021/22
- f) To receive and approve the offer from Cllr. Dickinson to review the Parish Council's policies and update where necessary
- g) To recommend a review of insurance cover and amend policy where necessary

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h) To recommend the appointment of an Internal Auditor for 2020/21

i) To approve the accounts for the financial year 2020/21

j) To discuss and approve inclusions for a Communications and Media Policy

i) Agree a suitable time-frame for responding to emails from the public to specify on the website and in the relevant policy

ii) To propose an auto-response for enquiries via messenger/Facebook/website contact form

k) To ratify decisions made between meetings

i) Christmas Lights spend proposal

4.2 Village Hall

4.3 Playground

4.4 Little Preston

4.5 Website Accessibility

4.6 Recruitment

4.7 Her Majesty's Land Registry survey

4.8 SLCC Membership/ILCA Qualification

### **5. Finance January, February and March 2021**

5.1 To receive and note a bank/accounting system transaction reconciliation

5.2 To receive and approve the Clerks salary and expenses

5.3 To receive and approve the schedule of payments due

5.4 To receive and note a record of Debit/Credit Card payments

5.5 To receive and report on income

5.6 To receive and note the Clerk/RFO's report concerning VAT reclamation

5.7 To receive and note Budget comparisons to actual spend

5.8 To receive an update regarding bank accounts

### **6. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:**

6.1 Public reports

6.2 Wildflower Meadow

a) Grass cutting

b) Flooding

c) To consider relocating waste bins onto Fleakingley Lane

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and to ask Leeds City Council to organise the regular emptying/collecting of waste from the bins.

6.3 Fruit and Veg Market Stall

**7. To receive any other Communication & Correspondence**

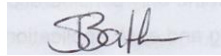
7.1 To receive information about communications, meetings or training attended by Members and the Clerk.

7.2 To consider the following new correspondence received and decide any action where necessary.

**8. To notify the clerk of matters for inclusion on the agenda of the next meeting**

**9. Date of Next Meeting – to consider and agree date of future meeting of the Council.**

**Authorised Signature:**  
**Council & RFO)**



**Mrs S. Bath (Clerk to the**

**Email: [s.bath@greatandlittlepreston-pc.org.uk](mailto:s.bath@greatandlittlepreston-pc.org.uk)**

*Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later). However a copy of the full recording protocol and Code of practice for use by Third Parties is available from the Clerk.*