

# 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 at Great Preston Village Hall, Preston Lane, Great Preston, LS26 8AS on Wednesday 28<sup>th</sup> July 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.

### AGENDA 28<sup>th</sup> July 2021 GALPPC MEETING

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

##### 3.1 Governance and Policy –

- a) To confirm that the Minutes of the Meeting of the Parish Council held on the 26<sup>th</sup> May 2021 be signed as a true and correct record
- b) To confirm that the Minutes of the Annual Meeting of the Parish Council held on the 26<sup>th</sup> May 2021 be signed as a true and correct record
- c) To receive and approve the Annual Plan and budget revisions for 2021/22
  - i) To decide on the level of reserves to carry into 2022/23
- d) To ratify decisions made between meetings:
  - i) Clerk to attend Finance and Accounts for Local Councils webinar hosted by YLCA at a cost of £22.50
- e) To determine the lower limits of an asset's lifespan and value for the asset register
- f) To approve the Clerk and Responsible Financial Officer's amended Statement of Particulars
- g) To approve the Clerk receiving 12 equal monthly payments for wages and for the Clerk to process either by BACS payment or Direct Debit automatically each month
- h) To decide whether to become a member of the Key Individual Network (West Yorkshire Police)
- i) To discuss and determine the best option for a cloud/shared drive
- j) To discuss and determine the requirements for the employment of a 'Maintenance Hand'
- k) To discuss and determine the most appropriate use for the potential funding from CAIRD Peckfield Community Fund and decide whether to apply

##### 3.2 Village Hall

- a) To determine the specific job(s), timing and costs of the maintenance requirements for the Village Hall
- b) To receive updates regarding the lease of the car park
- c) To decide on a suitable approach for locking the gate at the Village Hall

##### 3.3 To receive updates on the progress of the new website

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- 3.4 Councillor Recruitment
- 3.5 Defibrillator Training

#### **4. Finance May, June and July 2021**

- 4.1 To receive and note a bank/accounting system transaction reconciliation
- 4.2 To receive and approve the Financial Schedule
- 4.3 To receive and note Budget comparisons to actual spend
- 4.4 To decide whether a balance sheet should be available for inspection

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

- 5.1 Public reports
- 5.2 In bloom
- 5.3 Parish Field
- 5.4 To receive updates with regards to the land behind the primary school
- 5.5 Wildflower Meadow
- 5.6 St Aidan's Playground
- 5.7 Little Preston
- 5.8 Peasecroft Wood
- 5.9 Replacement/relocation of notice boards
- 5.10 To approve the date for the Christmas Lights switch-on
- 5.11 To consider plans for the Queens Platinum Jubilee in 2022

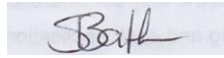
#### **6. To receive any other Communication & Correspondence**

- 6.1 To receive information about communications, meetings or training attended by Members and the Clerk.
- 6.2 To consider the following new correspondence received and decide any action where necessary.

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

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

**Authorised Signature:**



**Mrs S. Bath (Clerk to the Council & RFO)**

**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.*