



SILKSTONE PARISH COUNCIL



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Clerk: Mrs Karen Canadine

To: All members of Silkstone Parish Council

9 May 2018

You are hereby summoned to attend the **ANNUAL MEETING** of **SILKSTONE PARISH COUNCIL** at 6.45pm on Monday 14 May 2018 at Silkstone Sports Pavilion.

K Canadine

Mrs Karen Canadine
Clerk to Silkstone Parish Council

Please note that the Council meeting will be preceded by Public Question Time, which will last for a maximum of fifteen minutes.

ANNUAL AGENDA ITEMS

1. ELECTION OF CHAIR

Members are asked to elect a Chair of the Parish Council for the next 12 months. The newly elected Chairperson will sign a declaration of acceptance of office.

2. ELECTION OF VICE-CHAIR

Members are asked to elect a Vice-Chair of the Parish Council for the next 12 months.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils Code of Conduct 2012.

5. REGISTERS OF INTEREST

Members are asked to hand in to the Clerk their register of interests forms issued prior to this meeting.

6. INTERNAL AUDITOR

Members are asked to note the Internal Auditors report from his meeting with the Clerk and Cllr Leech on 25 April 18 and the internal auditors section of the annual return.

Copy attached Appendix **A (i) Internal Auditors report April 2018**
 A (ii) Internal auditor section of annual return 2018

7. APPOINTMENT OF INTERNAL AUDITOR

Members are asked to confirm the appointment of David Hughes as the Parish Council's internal auditor for 2018/2019.

8. APPOINTMENT OF DATA PROTECTION OFFICER

Members are asked to approve the appointment of Rob Winter of Barnsley MBC as the Parish Council's data protection officer for the 2018/2019 financial year.

ANNUAL RETURN 2017-2018

9. ANNUAL STATEMENT OF ACCOUNTS/NOTES FOR AUDITOR FOR 2017/2018

Members are asked to approve the Clerk's report on the Annual Statement of Accounts/Notes for the Auditor for the 2017-2018 financial year.

Copy attached Appendix B

10. SECTION 1 OF THE ANNUAL RETURN – ANNUAL GOVERNANCE STATEMENT 2017/2018

Members are asked to approve Section 1 of the Annual Return – Annual governance statement 2017/2018.

Copy attached Appendix C

11. SECTION 2 OF THE ANNUAL RETURN – ACCOUNTING STATEMENTS 2017/2018

Members are asked to approve Section 2 of the Annual Return – Accounting statements 2017/2018

Copy attached Appendix D

The Chair to sign the external audit.

The audit date for Silkstone Parish Council is 11 June 2018, the paperwork will be submitted to the auditor later this week.

Members are asked to note that the exercise of public rights commences on 4 June 18 until 13 July 18. Notices will be displayed on the village notice boards as usual.

12. ANNUAL REPORT 2017/2018

Members are asked to note the Annual Report for 2017/2018 which will be included in the June edition of the Parish newsletter.

Copy attached Appendix E

13. NOMINATION OF CHAIRPERSONS TO PARISH COUNCIL COMMITTEES AND WORKING PARTIES

Members are asked to appoint a Chair to the following Committees and Working Parties of the Parish Council:

- Silkstone Playing Fields Committee
- Planning Committee
- Policy Committee

- Staffing Committee
- Finance Committee
- Media Working Party
- Allotments Working Party
- Grants Working Party

A copy of Silkstone Parish Council's current Committee structure is attached for reference.

Copy attached Appendix F

14. NOMINATIONS OF COUNCILLOR REPRESENTATIVES TO LOCAL GROUPS

Members are asked to review the attached schedule detailing current Councillor representation and update for the next 12 months. Schedules include Councillor representatives on local groups and organisations link councillors.

Copy attached Appendix G

15. SCHEDULE OF DIRECT DEBITS AND STANDING ORDERS

Members are asked to approve the schedule of payments made by Direct Debit and Standing Order.

Copy attached Appendix H

16. GENERAL POWER OF COMPETENCE

Members are asked to consider if Silkstone Parish Council should continue to use the General Power of Competence for this financial year.

17. MINUTES

Silkstone Parish Council - Members are asked to confirm the minutes of the Parish Council Meeting held on Monday 9 April 18. Members may request an update on any item in these minutes which is not included on this agenda.

Copy attached Appendix I

Annual Parishioners meeting – Members are asked to note the draft minutes of the Annual Parishioners meeting held on Monday 16 April 18.

Copy attached Appendix J

PLANNING AGENDA ITEMS

18. PLANNING APPLICATIONS FROM BARNESLEY METROPOLITAN BOROUGH COUNCIL (BMBB)

Members are asked to consider the schedule of planning applications received since the last Parish Council meeting.

Copy attached Appendix K

19. NEIGHBOURHOOD PLANNING

An update report will follow from Cllr Derek Liddell

Copy attached Appendix L

POLICY AGENDA ITEMS

20. ASSET REGISTER

Members are asked to approve the updated Asset Register.

Copy attached Appendix M

21. YLCA SOUTH YORKSHIRE BRANCH NOMINATIONS

Members are asked to make nominations for the positions of Chairman of Branch, Vice-Chairman of Branch and Representatives on the Joint Executive Committee for the South Yorkshire branch of the YLCA.

ENVIRONMENT AGENDA ITEMS

22. SILKSTONE RECREATION GROUND

a. Silkstone Playing Fields Committee

Members are asked to note the minutes of the Silkstone Playing Fields Committee meeting held on Monday 30 April 18.

Copy attached Appendix N

b. Budget Monitor 17/18

Members are asked to note the breakdown of receipts and payments on the Silkstone Recreation Ground and Pavilion for the 17/18 financial year.

Copy attached Appendix O

c. Health & Safety

Cllr Stier will report on any Health & Safety issues at the Silkstone Pavilion and Recreation Ground.

23. HANGING BASKETS

Members are asked to note the Clerk's report relating to hanging baskets for the villages of Silkstone and Silkstone Common for summer 2018.

Copy attached Appendix P

24. DOG BIN REQUEST

The Clerk will update members on a resident's request relating to provision of a dog bin and the subsequent advice from Barnsley MBC.

FINANCE AGENDA ITEMS

25. FOURTH QUARTER FINANCE REPORT at year end to 31 MARCH 18

Members are asked to note and approve the Fourth Quarter finance report to 31 March 18, which includes the Finance Report summary, Bank Reconciliation, Budget monitor, VAT return and receipts and payments monitors for the year 2017/2018.

Copy attached Appendix Q

26. RESERVES REPORT to 31 March 18

Cllr Debra Smith will present the reserves report to 31 March 18

Copy attached Appendix R

27. VAT RECLAIM

Members are asked to note that the VAT reclaim for the period 1 January to 31 March 18 has been submitted to HMRC following completion by the RFO and checking by Cllr Leech.

28. INVOICES FOR PAYMENT

Members are asked to approve the Invoices for Payment schedule dated 14 May 18.

Copy attached Appendix S

29. 2018/2019 GRANT APPLICATIONS

Members will be asked to consider grant applications from:

- Friends of Ladyroyd and The Meadows
- Silkstone Common Good Companions
- Old Silkstone Band

Copy attached Appendix T

30. BANK MANDATE UPDATE

Members are asked to sign the bank mandate to add Alan Thompson as a signatory to the Parish Council's bank account.

ADDITIONAL PARISH COUNCIL AGENDA ITEMS

31. MEETINGS

Members and the Clerk will report on meetings they have attended since the last meeting of the Parish Council.

32. CORRESPONDENCE FOR NOTE

The Clerk will update members on correspondence received since the last meeting and not covered under previous agenda items.

33. DATE OF NEXT MEETING – Monday 4 June 18 at 6.45pm at Silkstone Sports Pavilion.

