**AGENDA**

 11 March 2021

There will be a Meeting of Badsworth Parish Council at **7.30pm on Wednesday 17th March 2021** via zoom. Please follow this link to join the meeting :

<https://us02web.zoom.us/j/84025576395>

Meeting ID: 840 2557 6395

Dial in from a telephone:

 0131 460 1196 United Kingdom

 0203 051 2874 United Kingdom

 0203 481 5237 United Kingdom

 0203 481 5240 United Kingdom

 0203 901 7895 United Kingdom

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England Regulations) 2020, the public and press may attend the meeting.

Yours sincerely

K Canadine

Mrs Karen Canadine

Locum Clerk and Responsible Financial Officer

Badsworth Parish Council

**Chairman’s Announcement**

Prior to the commencement of the meeting, the Chairman will welcome everyone to the meeting and outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Introduction of locum clerk.

- Councillors must observe the Council’s Code of Conduct during the meeting.

- Voting procedure.

- Public session and exclusion of the press and public procedures.

- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the
 start of the meeting.

- All Councillors present are required to state their name prior to the commencement of the
 meeting.

 **AGENDA**

 **1. Apologies and Reasons for Absence**

To note apologies and approve reasons for absence.

**2. Declarations of Interest & Requests for Dispensation**

To consider any requests for dispensation.

To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests.

**3**. **Exclusion of Press and Public**

To consider if any items on the agenda require the exclusion of the Press and Public in accordance with Public Bodies Admission to Meetings Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

**4. public Participation Session**

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council’s Standing Orders (Standing Order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

**5. Minutes of Previous Meetings**

To approve the minutes of the Badsworth Parish Council meeting held on 17February 2021. **ATTACHED**

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

**6. Council to Receive Verbal Update Reports from:**

1. Chairman
2. District Councillor
3. Police

**7. Remote Meetings Update**

The Locum clerk will give a verbal update on the legal position relating to remote and face to face meetings relating to the regulations which are in force until midnight on 6 May 2021.

**8. Meetings**

In light of agenda item 7, members are asked to agree the date for Badsworth Parish Council’s Annual Council Meeting and also the Annual Parishioners Meeting.

**9. Annual Insurance and Asset Register Review**

1. Asset Register – to review the asset register, update as necessary and approve. **ATTACHED.**
2. To review the current insurance policy which expires on 31 May 2021 and to agree any updates to the level of cover required to enable a renewal quote and two additional quotations to be obtained. **ATTACHED**

**10. Internal Controls**

To consider the distribution of responsibility for internal controls amongst members of the council.

**11. Policies**

a.To review and approve the following policies:

1. Standing Orders adopted in November 2018 **ATTACHED.**

 ii) Financial Regulations adopted in January 2020 **ATTACHED.**

b. To consider the following new policies for adoption

 i) Equal Opportunities Policy **ATTACHED**
 ii) Reserves Policy **ATTACHED**
 iii) Financial Risk Assessment **ATTACHED**

**12. Parking and Speeding**

To review the trial speeding initiative with West Yorkshire Police (3 months, £500) and consider if the initiative should be continued.

**13. Finance**

1. To approve the invoices for payment schedule dated 17 March 2021. **ATTACHED.**
2. VAT reclaim 2020

To note that a VAT reclaim will be completed for the 2020 calendar year. Council asked to appoint a councillor to check the return prior to submission to HMRC.

**14. Members Reports**

Parish Councillors are invited to report any issues in the parish for note.

**15. Correspondence to note**

|  |  |
| --- | --- |
| **From** | **Subject** |
| YLCA | White Rose Updates (circulated to councillors) |
| YLCA | Training Bulletins and training emails (circulated to councillors) |
| Wakefield MDC | Planning Lists |
| Wakefield MDC | Information relating to lamp posts and hanging baskets |

**16. Recruitment of a Clerk and Responsible Financial Officer** To receive a verbal update from the chairman on the recruitment process and to agree timescales.

**Private and Confidential (if any)**

In accordance with Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Next Meetings:**Badsworth Parish Council meeting at 7.30pm on 21 April 2021 - Via Zoom