



Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PARISH COUNCIL

Date: Thursday 14 April 2022
Time: 7pm
Venue: Cream Room, Eversley Park Centre, Low Street,
Sherburn in Elmet, LS25 6BA

Councillors are summoned to attend the meeting of Sherburn in Elmet Parish Council detailed above and to consider and resolve the business transaction on the agenda below.

Mrs G Ashton
Locum Clerk
08 April 2022

Meetings are open to the Press and Public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1. Press and public may not speak when the Council is in progress; when councillors are discussing council business; when councillors are in the process of decision making. Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 20 minutes.

Contact: Mrs G Ashton, Locum Clerk.

01977 681024 / 07588 437512

Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA clerk@sherburninemet-pc.gov.uk

AGENDA

Item 1	<p>a) To receive and note apologies for absence. <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p> <p>b) To consider to approve reasons for absence.</p>
Item 2	<p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.</p>
Item 3	<p>To receive Declarations of Interests from Members Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations)</i></p>
Item 4	<p>To approve as a correct record the Minutes of the Full Council Meetings held on 21 March 2022.</p>
Item 5	<p>To approve the payments for the Jubilee Committee up to £10,000 (previously approved and ringfenced for the Jubilee event).</p>

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the clerk and the chair of the council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

Invoice no	Description	Net	VAT	Including VAT	Balance
	Opening Balance				£ 10,000.00
#01	stage/generator/sound system			£ 1,400.00	£ 8,600.00
#02	First Aid Cover for Events - deposit			£ 48.75	£ 8,551.25
#03	First Aid Cover for Events - balance			£ 146.25	£ 8,405.00
#04	Advert in Gala Programme (full pg)			£ 100.00	£ 8,305.00
#05	Live Entertainment1 (deposit)			£ 50.00	£ 8,255.00
#06	Live Entertainment2			£ 375.00	£ 7,880.00
#07	Toilet Hire			£ 432.00	£ 7,448.00
	Anticipated Costs				
07/05/2022	Live Entertainment1 balance			£ 250.00	
Quotation	Posters, banner, leaflet, Union Jack flags	£ 968.75	£ 193.75	£ 1,162.50	
	Childrens Fair (5 rides)			£ 2,500.00	
	Mobile Farms – approx.			£ 695.00	
	Live Entertainment			£ 1650.00	
	Room Hire			£ 100.00	
	Zurich Insurance				
	Premises and Events License				
			Total	£ 6,789.50	
	Anticipated Balance				£ 658.50
Item 7 Personnel	a) Chair of Personnel to provide an update on the recruitment process for RFO and Deputy Clerk roles b) To consider report from the Chair of Personnel with regard to staffing hours and end of contract period for staff leaving 5th May 2022. (including outstanding overtime, annual leave, handover and staff schedule). c) To consider the ongoing recruitment of a Locum Clerk with immediate start d) To consider the recruitment of the Clerk				
Item 8	To consider agenda items for the next meeting				
Item 9	Date of next meeting – Monday 25 April 2022.				

To Note: Members of the public and press are invited to attend the meeting as observers. Only Parish Councillors are entitled to vote. A list of Councillors is available on the website or noticeboard. **Agendas** may be viewed on the website or the noticeboard or can be purchased at the Clerk's office.

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