



SHERBURN-IN-ELMET  
TOWN COUNCIL

# Official Notice of an Ordinary Meeting of SHERBURN IN ELMET TOWN COUNCIL

**Date:** Tuesday 8<sup>th</sup> November 2022  
**Time:** 7pm  
**Venue:** Vera Watson Room, Old Girls School, 18 Kirkgate,  
Sherburn in Elmet, LS25 6BL

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Town Council detailed above and to consider and resolve the business transaction on the agenda below.

*Councillor Gary Limbert*

Proper Officer  
03 November 2022

## AGENDA

<b>Item 1</b>	<b>To receive and approve reasons for absence</b> a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
<b>Item 2</b>	<b>To note Dispensation Requests</b> Any written requests for dispensation the Clerk may have received from Councillors.
<b>Item 3</b>	<b>To receive Declarations of Interests from Members</b>  a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. b. To consider any dispensation requests received
<b>Item 4</b>	<b>Public Speaking session (20 minutes)</b> Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (<3 mins).
<b>Item 5</b>	<b>Reports from Other Authorities</b> a) County Councillor b) District Councillors c) Police, Neighbourhood Policing Team & other authorities
<b>Item 6</b>	a) To approve as a <b>correct record the Minutes</b> of the Full Council Meeting held on Monday 17 October 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
<b>Item 7</b>	<b>Councillor Vacancies: <u>There is currently 1 vacancy</u></b>  a. To consider applications from eligible candidates for vacant Town Councillor seat. b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council

<b>Item 8</b> Planning/ Governance	a) To consider acceptance of terms for the Eversley Park project and execution of deed (in compliance with Standing Order 23).
<b>Item 9</b> Personnel	a) To note report and update from Chairman of Personnel Committee b) To consider applications received for the Executive Officer/Clerk vacancy and agree recruitment panel and procedure c) To consider the post of Gate keeper and agree recruitment panel and procedure
<b>Item 10</b> Finance	<b>To consider the following:</b> a) To note report and update from the Chairman of Finance & Governance. b) RFO Finance Report - <i>To approve the Bank Reconciliation to 31 October 2022 and to note budget monitor.</i> c) To consider the approval of the Payment Schedule to 07 November 2022 d) To receive and note interim budget report and consider any necessary actions.
<b>Item 11</b>	To receive and note Representative Reports & <b>Information Exchange</b>
<b>Item 12</b>	<b>Correspondence:</b> a. To note list of correspondence circulated (not specifically dealt with on this agenda)
<b>Item 13</b>	To consider agenda items for the <b>next meeting</b>
<b>Item 14</b>	Date of next meeting – Monday 21 <sup>st</sup> November 2022 at 7pm.