

11 May 2022

**TO ALL MEMBERS OF THE COUNCIL**

Dear Sir/Madam

**You are hereby summoned to attend the Annual Meeting of the Parish Council which will be held on Thursday 19<sup>th</sup> May at 7.30pm in the Council Chamber at Hebden Bridge Town Hall.**

Emma Green  
Clerk to the Council



This meeting is open to the public unless the Members decide to exclude the public for any exempt or confidential item of business.

Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record/film/photograph or broadcast the meeting whilst it is open to the public.

**AGENDA**

- 1. ELECTION OF CHAIRMAN 2022/23**  
To seek nominations for and elect a Chairman for the forthcoming year.
- 2. SIGNATURE OF DECLARATION OF OFFICE**  
The elected councillor to sign the Declaration of Office
- 3. APOLOGIES FOR ABSENCE AND REASONS**  
To receive apologies and consider approved reasons for absence.
- 4. ELECTION OF VICE CHAIRMAN 2022/23**  
To seek nominations for and elect a Vice Chairman for the forthcoming year.
- 5. CO-OPTION OF COUNCILLOR FOR ERRINGDEN PARISH COUNCIL**  
To consider applications and decide on the co-option of a councillor for Erringden Parish Council.
- 6. ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**  
To assign Councillors to outside bodies for 2022/23.
  - a) Safer Cleaner Greener
  - b) Hebden Royd and the Hilltop Parishes Neighbourhood Plan
  - c) YLCA South Pennines Branch
  - d) Town & Parish Council Liaison Committee

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- 7. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS**  
To review the documents and their suitability for the forthcoming year.
- 8. REVIEW OF DELEGATION ARRANGMENTS**  
To decide on the delegation arrangements as appropriate.
- 9. CLERKS ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLMENT AND PAYE REAL TIME INITIATIVE**  
To receive a verbal report from the clerk.
- 10. REQUIREMENT TO COMPLY WITH CODE OF CONDUCT AND REGISTER OF FINANCIAL INTERESTS**  
A reminder to all members by the clerk.
- 11. CORRESPONDENCE**  
To receive details of relevant correspondence
  - a) White Rose Update 8 April YLCA
  - b) White Rose Update 14 April YLCA
  - c) White Rose Update 29 April YLCA
  - d) White Rose Update 6 May YLCA
  - e) Hebden Bridge FAS Schedule Environment Agency
  - f) Training Opportunity CMBC
  - g) Jubilee Invitation CMBC Mayor
- 12. DATE AND TIME OF THE NEXT MEETING**  
Meeting required prior to 30<sup>th</sup> June to enable the approval of the annual return following the internal audit.