



Stainland and District Parish Council Inaugural Meeting

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

Members of the Council

**You are hereby summoned to attend the
Inaugural (Annual) Meeting of the Council which will be held at Stainland Library on Tuesday 10th
April 2018 at 7.00pm for the
purpose of transacting the following business.**

AGENDA

	Item	Lead
18.1,1	Election of Chair of the Parish Council (a) To elect a Chair of the meeting for the purposes of transacting item 1(b) of the agenda (b) To elect a Chair of the Council for the 2018/2019 municipal year and to sign the declaration of acceptance of office form	
18.1,2	Election of Vice-Chair of the Parish Council (a) To decide whether the Council shall have a Vice-Chair (b) To elect a Vice-Chair of the Parish Council for the 2018/2019 municipal year	
18.1,3	Apologies and Reasons for Absence (a) To receive apologies and approve any reasons for absence presented to the Council	
18.1,4	Adoption of a Code of Conduct (a) To adopt a code of conduct for the Council	
18.1,5	Declaration of Disclosable Pecuniary and Other Interests (a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct (b) To decide whether requests for dispensations should be considered by the full Council, a committee of the Council or by the Clerk (c) To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.	

18.1,6	<p>Appointment of Proper Officer and Responsible Financial Officer to the Council</p> <p>(a) To consider appointing an interim Clerk and Responsible Financial Officer</p> <p>(b) To consider arrangements for recruiting a permanent Clerk and Responsible Financial Officer</p>	
18.1,7	<p>Adoption of Standing Orders</p> <p>(a) To agree the process for the adoption of standing orders for the Council</p>	
18.1,8	<p>Committees of the Council</p> <p>(a) To agree the creation, terms of reference and membership of a Staffing Committee</p> <p>(b) Committee To agree the creation, terms of reference and membership of a Grievance committee</p> <p>(c) To agree the creation, terms of reference and membership of a Disciplinary</p> <p>d) To agree the creation, terms of reference and membership of an Appeal Committee</p>	
18.1,9	<p>Representatives on Outside Bodies</p> <p>(a) To agree a Council representative to Calderdale Council and Local Councils Liaison Group</p>	
18.1,10	<p>Membership of the Yorkshire Local Councils Associations</p> <p>(a) To consider whether to join the Yorkshire Local Councils Associations</p> <p>(b) To agree Parish Council representatives to meetings of the South Pennine Branch of the Associations</p>	
18.1,11	<p>Insurance cover</p> <p>(a) To agree on insurance cover required by the Council and to purchase an appropriate policy</p>	
18.1,12	<p>Bank account</p> <p>(a) To agree banking requirements and signatories for the Council and to set up a bank account</p>	
18.1,13	<p>Parish Council office and equipment</p> <p>(a) To decide on arrangements for identifying a Parish Council office and acquiring office equipment</p>	
18.1,14	<p>Allotments</p> <p>(a) To consider matters relating to the transfer of allotments from Calderdale Council to Stainland and District Parish Council and any action required</p>	

18.1,15	<p>Planning Matters</p> <p>(a) To formally request that Calderdale Council notify Stainland and District Parish Council of any planning applications in the parish</p>	
18.1,16	<p>Annual Parish Meeting</p> <p>(a) To agree arrangements for the 2018 Annual Parish Meeting</p>	
18.1,17	<p>To consider making a recommendation to Calderdale Council that S. Halliday be co opted as a temporary councillor for the ward of Holywell Green</p>	
18.1,18	<p>Agenda items for the next meeting</p> <p>(a) To agree items for inclusion on the agenda of the next meeting</p>	
18.1,19	<p>Date and venue of Next Meeting</p> <p>(a) To agree a schedule of meeting dates for the Council in the 2018/2019 municipal year</p> <p>(b) To agree a venue for the next meeting</p>	