



## ILKLEY PARISH COUNCIL

Date: Tuesday, 09 May 2017

To: All Members of Ilkley Parish Council (Councillors K Butler, S Butler, S Cuthbertson, M Gibbons, S MacPherson, B Mann, H Murison, L Packett, J Rickard, M Ridgway, M Stidworthy, J Souter, J Sugden and A Walbank)

Dear Councillors,

Notice is hereby given to members that the **ANNUAL MEETING OF ILKLEY PARISH COUNCIL** will be held in the Council Chamber of Ilkley Town Hall on **Monday 15<sup>th</sup> May 2017 at 7:30pm.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clare Smith'.

Clare Smith  
Clerk to the Council

Ilkley Town Hall, Station Road, Ilkley, LS29 8HB

Tel: 01943 436212

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[www.parishcouncil.ilkley.org](http://www.parishcouncil.ilkley.org)

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website and notice board at Ilkley Town Hall. The Agenda papers may be examined and purchased at the Clerk's office, Ilkley Town Hall, Station Road, Ilkley (Monday – Thursday 10.00am – 1.00pm).

Please contact the Clerk's office during office hours (Monday –Thursday 10.00am – 1.00pm) if you have any queries or need further information on this Agenda.

Emergency Procedures for Meetings – Fire

All visitors are requested to sign in at Ilkley Town Hall reception on the ground floor.

**A copy of the agenda is available in larger print upon request.**

# ILKLEY PARISH COUNCIL

## Annual Meeting

Monday 15<sup>th</sup> May 2017

### AGENDA

*The Chairman will address the meeting and make presentations*

**1. Election of Chairman**

**2. Chairman's Declaration of Acceptance of Office**

**3. Appointment of Chairman's Consort**

**4. Election of Vice-Chairman**

**5. Apologies for Absence**

**6. Disclosures of Interest**

To receive disclosures of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. The disclosure should include the nature of the interest.

**7. Dispensations**

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

**8. Delegation Arrangements under Local Government Act 1972 s101**

**9. Terms of Reference**

To confirm the Terms of Reference for the Plans Committee, Management & Staffing Committee, Awards & Projects Committee, the Community Fund Committee, the Public Toilets Committee and Councillor Project Managers (*ca*).

**10. Appointment of Standing Committees**

To approve the membership of the Council's Committees (*ca*).

**11. Confirmation of Standing Orders**

To adopt and approve the Council's Standing Orders (*ca*).

**12. To approve the appointment of the Internal Auditor**

**13. Appointment of Project Managers**

**14. Approval of Representatives on Outside Bodies**

**15. Approval of Councillors with Special Responsibilities**

**16. Confirmation of Financial Regulations**

To adopt and approve the Council's Financial Regulations (*ca*).

**ILKLEY PARISH COUNCIL**

**Annual Meeting**

**Monday 15<sup>th</sup> May 2017**

- 17. To approve the Council's Complaints Procedure (ca).**
- 18. To approve Risk Assessment and Asset Register (ca).**
- 19. To Accept the Register of Attendance (ca).**
- 20. To Accept the Meeting Dates for Full Council and Committees 2017/18 (ca).**

**Members of the public and the press are entitled by law  
to attend all meetings of the Council.**