



You are invited to attend the Annual Meeting of Denholme Town Council to be held on
Tuesday 4th May 2021 at 7.30pm via a remote link using Zoom.

Join meeting

<https://us02web.zoom.us/j/81311976839?pwd=Mlp0WnJLT3JBTjIEY1INd1hHdS82Zz09>

Meeting ID: 813 1197 6839

Passcode: 627907

AGENDA

2122/001 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2122/002 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

2122/003 Introduction from the Chairman

2122/004 Public Participation

A public session will commence for 10 minutes to receive comments from members of the public who attend.

2122/005 To receive any apologies and approve reasons for absence

2122/006 Declaration of Interests

- a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
- b) To receive, consider and decide upon any applications for dispensation

2122/007 To confirm the minutes of the full council meeting held on Tuesday 16th March 2021 as a true and accurate record.

2122/008 Financial matters:

- a) To approve the schedule of payments
- b) To note that the Town Council has received the Precept for 2021/2022
- c) To approve the bank reconciliation and budget reconciliation for the year ended 31st March 2021 (Appendix 2)
- d) To note the Annual Internal Audit Report for 2020/2021 included at page 4 of the Annual Governance and Accountability Return 2020/2021
- e) To approve Section 1 - Annual Governance Statement 2020/2021 for Denholme Town Council on page 5 of the Annual Governance and Accountability Return 2020/2021
- f) To approve Section 2 - Accounting Statements 2020/2021 for Denholme Town Council on page 6 of the Annual Governance and Accountability Return 2020/2021
- g) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
 - Annual Internal Audit Report 2020/2021
 - Section 1 – Annual Governance Statement 2020/2021
 - Section 2 – Accounting Statements 2020/2021
 - Analysis of variances
 - Bank Reconciliation to 31 March 2021
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2),

2122/009 To receive information on the following ongoing issues and decide further action where necessary:

- a) To receive an update on Denholme Assist and Coronavirus
- b) To receive a communications update
- c) To consider and agree to contribute towards the repair/upkeep of the band stand

2122/010 Matters requested by Councillors and Clerk

- a) To consider reopening Denholme Library for browsing and approve the Risk Assessment (Clerk)
- b) To consider and agree the Service Level Agreement for Denholme Community Library (Clerk)
- c) To consider and agree the arrangements for the upcoming meetings (Clerk)
- d) To approve the Bingley Rural Climate Action Fund application (AS)
- e) To agree to purchase a storage cupboard for the Food Bank (AS)

2122/011 To adopt/review/approve the following policies and procedures:

- a) Scheme of Delegation
- b) Face to Face Meetings Risk Assessment
- c) Asset Register
- d) Code of Conduct
- e) Communications Strategy
- f) Complaints Procedure
- g) Expenses Policy
- h) Financial Regulations
- i) Guidance for Recording Meetings
- j) Standing Orders
- k) Statement of Internal Control

2122/012 Council Matters:

- a) To appoint two councillors to carry out Internal Control checks during the year.

2122/013 To consider and decide upon the following planning applications:

Application Number	Proposal	Address
21/01624/FUL	Reinstate dilapidated agricultural stone building and new agricultural livestock building	Denholme Gate Farm Halifax Road

2122/014 To receive an update about the DMI Community Centre and agree any action necessary action

2122/015 To receive an update from the Town Councillors

2122/016 To notify the clerk of matters for inclusion on the agenda of the next meeting

2122/017 To confirm the date of the next meeting