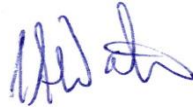


Parish Councillors are summoned to attend a Briercliffe with Extwistle Parish Council meeting which will be held on Tuesday, 17th October 2023 at 7:30pm at the Community Centre, Jubilee Street

Members of the public are invited to attend.



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL
A G E N D A

Tuesday, 17th October 2023

7:30pm

PLEASE NOTE THE MEETING IS BEING HELD IN THE COMMUNITY CENTRE

Welcome

- 1. Announcements**
 - a. Recording of meetings.
- 2. Election of a Chair for the remainder of the Municipal Year 2023/24**
- 3. Election of a Vice-Chair for the remainder of the Municipal Year 2023/24**
- 4. Apologies for absence and reasons given**
- 5. Declarations of Disclosable Pecuniary Interests**
 - 4.1 Members are invited to declare any Disclosable Pecuniary Interests they have or may have in any matter identified for discussion at the meeting.
- 6. Working Groups and Lead Roles report back and appointments**
 - 6.1. Communications Working Group - Vacant
 - 6.2. Finance Working Group – New Chair
 - 6.2.1. Budget setting meeting date
 - 6.3. Allotment Lead - PL
 - 6.4. Contractor Lead – Vacant
 - 6.4.1. List of non-scheduled jobs
 - 6.5. Garages Lead - MG
 - 6.6. Planning Lead – RF
 - 6.7. Policy Lead – Vacant
 - 6.8. Projects Lead - Vacant
- 5. Updates/reports – for information only unless previously identified and included on the agenda**
 - 5.1.1. 6.1 *Members of the Council*
 - 5.1.1.1.1. *Councillor updates and feedback*
 - 5.1.1.1.2. *Douglas Way car incident*
- 6. Formally adjourn the meeting to allow for Public Participation**

7. PUBLIC PARTICIPATION

7.1. Police Report

7.2. Public questions submitted 3 days in advance in writing

7.3. Public Questions at the meeting. Public questions will last a maximum of 15 minutes.

Any member of the public who has a question is advised to submit this in writing, 3 clear days in advance, to the Clerk and a response will be provided at the meeting. The Council respectfully reminds residents that any questions referring to specific individuals or Council employees, Councillor Conduct or legal decisions already taken by the Council will not be answered. Questions at the meeting may not get a response at the meeting and may require a written response later.

7.4. County Councillor Report

7.5. Borough Councillor Reports

7.6. Other Organizations' Reports including Community Centre Update

8. Formally reconvene the Parish Council Meeting

9. Finance

9.1 Accounts to be approved for payment

9.1.1 Clerk Salary September	£457.82	SO	Paid
9.1.2 G.S.A. Contractor August	£840.00	#001751	Paid
9.1.3 B. Holden Allotment Deposit	£200.00	#001752	Paid
9.1.4 P. Vincent Garden Competition	£100.00	#001753	Paid
9.1.5 HMRC September	£114.44	#001754	Paid
9.1.6 Vision Graphics	£253.44	#001755	Paid
9.1.7 Vision Graphics	£42.24	#001755	Paid
9.1.8 Scribe	£417.60	#001756	
9.1.9 G.S.A. Contractor September	£1,200.00	#001757	Paid
9.1.10 Clerk Salary October	£457.82	SO	Paid
9.1.11 HMRC October	£114.44	#001758	
9.1.12 PKF Littlejohn External Audit	£252.00	#001759	
9.1.13 Briercliffe Community Centre	£32.00	#001760	
9.1.14 G.S.A. Contractor October	£450.00	#001761	
9.1.15 P3 Computers	£559.20	#001762	

9.2 Income September

9.2.2 Garage Rent	£1,005.42
9.2.3 Haggate Baptist	£505.01

9.3 Bank Balances September

9.3.2 Current	£16,251.92
9.3.3 Garages	5,973.91
9.3.4 Business Reserve	14,066.61
9.3.5 Petty Cash	£100.00
Total	£36,392.44

9.4 Budget Monitoring Report and Bank Reconciliation

9.5 Payments and Receipts

9.6 Petty Cash

9.7 Reserves

9.8 External Audit Report

10 Minutes of the last Parish Council meeting

10.1 To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 18th July 2023.

11 Matters outstanding from the minutes as listed

12 Clerk's Report including Administration – for information only unless stated

13 Updates, Policies and Projects

13.1.2 Grievance Procedure

13.1.3 Appointment to Staffing Committee (3 Members)

14 **Date of next meeting** - The next meeting Tuesday 21st November 2023 at 7:30pm, the Community Centre, Jubilee Street.