

## **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

### **OFFICIAL NOTICE OF THE ANNUAL MEETING OF THE GROUPEd PARISH COUNCIL (SERVING KIRKBYMALZEARD AND LAVERTON PARISHES) 2026**

on **Tuesday 5 May 2026** at 7.30pm in the Annex, Mechanics Institute, Kirkby Malzeard.

- 1. Election of Chair and Vice-Chair.** Completion of 'Acceptance of Office' form by Chair.
- 2. Welcome to the new Parish Council. Apologies for absence from Councillors –**
- 3. Finance Documents 2025-26. Consider and approve the following documents on which the Accountability Return is based;**
  - a) Receipts -
  - b) Payments -
  - c) Bank Reconciliation -
  - d) Cash Book -
  - e) Asset and Investment Register as at 31 March 2026 -
- 4. Annual Governance and Accountability Return 2025-26 – Exemption and Auditors Report -** Consider and approve the Annual Internal Audit Report (Page 3 of AGAR) provided by Claire Smith (Auditor). Council to note any additional best practice guidance notes provided.
- 5. Annual Governance and Accountability Return 2025-26 – Governance –** Consider and approve Annual Governance Statement (Page 4 of AGAR). –
- 6. Annual Governance and Accountability Return 2025-26 – Finance. -** Consider and approve Accounting Statements 2025-26 (Page 5 of AGAR). –
- 7. Annual Governance and Accountability Return 2025-26 – Publication. -** Approve the publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights.
- 8. Governance Documents for 2026 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):**
  - a) Code of Conduct (as recently revised and approved March 2026)
  - b) Standing Orders (including Complaints procedure, Freedom of Information and Data

Protection procedures and policy re Press/Media)

c) Financial Regulations.

d) Risk Assessments Register incorporating separate Risk Assessment for Play Area. Agree annual review process

e) Publication Scheme

**9. Financial matters – review and approve the following:**

- a) Insurance arrangements – approve 2026 Schedule of Assets for Insurance Purposes adding any additional items.
- b) Expenditure incurred under s 137 of LGA 1972 for 2025/26
- c) Subscriptions to YLCA.
- d) Bank Payment arrangements: cheque, credit card and on-line payments. Approve named Cllrs as signatories and designated Primary User –
- e) Sums currently available Community Sums under s106 of Town and Country Planning Act 1990 and Community Infrastructure Levy. (Clerk to circulate.)

**10. Register of Interests.**

- a) Cllrs to inform Clerk of any revisions necessary to forms.

**11. Representation by Councillors on other public bodies.**

- a) Kirkby Malzeard Charity Trust
- b) Approve two Councillors to have voting rights at YLCA meetings (all Councillors able to attend).

**12. Committees.**

- a) Approve re-adoption of Terms of Reference and membership of advisory Committee known as Neighbourhood Plan Steering Group.
- b) Annual report from the Neighbourhood Plan Steering Group.

**13. General Data Protection Regulations - Approve the re-adoption with any amendments agreed of the following documents: (available on the website under GDPR)**

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

#### **14. Employment.**

- a) Staff Appraisal – Clerk
- b) Clerk’s Salary Review (including Homeworker Allowance)
- c) PAYE arrangements review.
- d) Note the existence of the following employment related documents approved in 2020: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson)

#### **15. Review of Property Assets** as detailed in current Asset Register (Clerk to email a copy to Councillors)

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson – new lease commencing June 2026.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYC.
- d) Other Assets.
- e) Approval for use of BHS of Laverton Quarry gravel store for parking of horse boxes on 28 June 2026 (request received by NYC as Leaseholder)

#### **16. Review of Communications - Website, Noticeboards and Social Media**

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018

#### **17. Approve dates and venues of:**

- a) Ordinary meetings of the Parish Council until end 2027.
- b) 2027 Annual Parish Council meeting.

**18. Any Other Business:** Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting.

**Date of next meeting:** Date of Next **ordinary meeting Monday 18th May 2026** at 7.30pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by Wednesday 13th May 2026 please.

Dated 28 April 2026

PARISH CLERK: John Collins, The Bothy, Main BackLane, Kirkby Malzeard HG4 3SH (postal enquiries only). Tel 07794964819 Email: [clerk@kml-d-pc.gov.uk](mailto:clerk@kml-d-pc.gov.uk) Agenda (and General Privacy Notice) available on [www.kml-d-pc.gov.uk](http://www.kml-d-pc.gov.uk) Facebook: @kml-d-pc



