

## Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, c/o 8 West Drive, Oxenhope. BD22 9LJ  
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Dear Councillor,

You are summoned to attend the annual meeting of Harden Parish Council, to be held on **Thursday 12<sup>th</sup> October 2017** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive.

**Clerk to the Parish Council**  
7<sup>th</sup> October, 2017

### **AGENDA**

- 1. Apologies for Absence**  
To note any apologies offered.
- 2. Disclosure of Interest**  
To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.
  - a) To receive declarations of interest from councillors on items on the agenda;
  - b) To receive written requests for dispensations for disclosable pecuniary interest;
  - c) To grant any requests for dispensation as appropriate.
- 3. Minutes of Meetings (previously circulated to Members)**
  - a) To agree and sign the minutes of the Parish Council monthly meeting held on 14<sup>th</sup> September, 2017.
  - b) To note the Outstanding Issues Report (information only, see Appendix 1).
- 4. Planning Matters**  
None received.  
(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications> ).
- 5. Public Representation**  
Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.
- 6. Exchange of Information**  
To consider any concerns which may have been passed to the Parish Council by residents.
- 7. Disruption to Bus Service(s)**  
To receive an update from Cllr Kirkham on discussions with First Bus and West Yorkshire Combined Authority re. disruptions to services during resurfacing works and concerns about communication and the provision of alternative services.

**8. Councillor Vacancy**

To receive an update on the Parish Council vacancy.

**9. Memorial Hall**

To receive an update on discussions with regard to the future of the Memorial Hall.

**10. Remembrance Service**

To consider arrangements for Remembrance Sunday, on 12<sup>th</sup> November.

**11. Christmas Lights**

To consider arrangements for the Christmas Lights switch-on, to occur on 3<sup>rd</sup> December.

**12. Correspondence (see Appendix 2)**

To receive the following correspondence and to formulate a response, if appropriate: -

- a) E-mail re. Tittle Tattle newsletter.
- b) E-mail from a resident re. parish council vacancy.
- c) E-mail from a resident re. parish council vacancy and speed bumps.
- d) E-mail from Bradford MDC re. Harden War Memorial inscriptions.
- e) E-mail from Shipley Area Co-ordinator re. Neighbourhood drop-in session.
- f) E-mail from Bradford MDC re. Harden Moor and trials bikes.

**13. Financial Matters**

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
PKF Littlejohn LLP	100519	£120	External audit
Shipley Print	100520	£355	Newsletter printing
Ken Eastwood	100521	£34.41	Cheque 100516 lost in post
		£22.26	Polldaddy subscription
		£6.00	Key Cutting
		£2.00	Envelopes
		£28.00	Stamps
		£9.00	Mileage
		£155.67	
J Parker Dutch Bulbs	100522	£702.72	Spring bulbs
Bradford MDC	100523	£456.55	Salary payment
Matthew Maddison	100524	£50.00	Flower bed maintenance
Roger Smith	100525	£55.00	Newsletter deliveries

- b) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL</b>					
<b>September 2017</b>					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	2,919	1,981	-832	1

Travel	100	82	18	-64	
Subscriptions	750	859	-109	0	
Insurance	500	0	500	0	
Audits	200	77	123	0	
Newsletter	600	0	600	0	
Website	1,200	1,275	-75	0	
Parish Plan	1,000	140	860	0	
Neighbourhood Planning	2,500	0	2,500	0	
Training	100	45	55	0	
Repairs	100	0	100	0	
Stationery/telephone	300	67	233	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	5,071	-2,071	-2,091	2
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
Room hire	250	0	250	0	
Projects & Assets	1,775	4,533	-2,758	-992	3
S137	100	19	81	0	
Other	250	0	250	0	
	<b>18,525</b>	<b>15,350</b>	<b>3,175</b>	<b>-3,992</b>	

### **Notes to Budget**

1. Includes national pay award and salary increase.
2. Forecast includes full planting costs, maintenance and water charges.
3. War Memorial project slipped across financial years. Forecast does not include grant award from War Memorials Trust.

c) To note the following bank reconciliation: -

#### Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	22,953.48	
Less: expenditure to date	(16,536.64) (incl. VAT)	
Total:		<b>20,570.90</b>

#### Bank account balances 1 August 2017

Community Account	10,404.47	
Business Account	10,166.43	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		<b>20,570.90</b>

### **14. Minor items and items for next agenda**

To note minor items and items for the next agenda.

### **15. Next Meeting**

To confirm the next meeting as 9<sup>th</sup> November 2017 at 7.15pm.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**