



MENSTON PARISH COUNCIL

The Annual Parish Council Meeting of Menston Parish Council will be held in the Chevin Room at Kirklands Community Centre, Main Street, Menston on Thursday 15th May 2025 following the Annual Parish Meeting which starts at 7.05pm

Catriona Hanson

Parish Clerk
9th May 2024

AGENDA

1. Election of the Chairman of Menston Parish Council for 2025/26
2. The Chairman will read and sign the Declaration of Acceptance of Office
3. Election of the Vice Chairman of Menston Parish Council for 2025/26
4. Election of the Chairman of the Planning Committee for 2025/26
5. Election of the Vice Chairman of the Planning Committee for 2025/26
6. Welcome and introduction from the Chairman of the Parish Council
7. To receive any apologies for absence
8. To receive any disclosures of interest or requests for dispensation
9. Public consultation and question time
10. Minutes of previous meeting and progress report
To approve the minutes of the Parish Council meeting held on 24th April 2024
11. Finance
To note the following payments:
 - The monthly salary invoice
To agree to pay the following invoices:
 - Kirklands Trust – Room hire charges (£34.50) and Library cleaning (£108.53)
 - Catriona Hanson – stationery (£49.99)
 - To reimburse the Clerk for 30 hours work for Kirklands Trust and 5 additional hours for Neighbourhood Planning and Financial Audit meetings
 - To authorise up to £850 for a replacement laptop and software
 - To authorise up to £500 to the Menston Scouts to fund the production of merchandise to sell at Menston Show
12. To agree to fund the room hire for a “Honk” music event in Menston on Saturday 27th September
13. To consider the supporting information for a grant application from Menston Show
14. Menston Parish Council Annual Return 2024-25 - to approve Section 1, the Parish Council's Annual Governance Statement

15. Menston Parish Council Annual Return 2024-25 - to approve Section 2, the Accounting Statements

16. To re-adopt the Standing Orders and Financial Regulations

17. To receive an update about setting up a savings account

18. To receive an update about the Parish Council grant application process

19. To receive an update about the Emergency Plan

20. To receive updates (if any) from the recent meetings of:

- Menston Community Association
- Kirklands (Menston) Trust
- Climate Action Menston
- Wharfedale Greenway
- Airport Consultative Committee
- Local Access Forum
- LS29 Local Councils meeting
- Menston in Bloom
- Menston Lights

21. To receive updates (if any) about:

- Menston Parks and travellers access
- Peter Finlay Memorial Bench
- Barn Close paved area
- Traffic proposals for Menston
- Defibrillators
- Moving to a gov.uk website
- Welcome to Menston signs
- Funding of Menston Cares leaflets

22. Chairman's remarks and correspondence

23. To consider any items to be held in closed session

24. Agenda items for the next meeting

25. Date of next meeting

To agree the date of the next meeting of the Parish Council on Thursday 26th June 2025 at 7.05pm.