



Mrs J Nolan  
Clerk to the Council

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6 May 2026

Dear Resident

You are invited to attend the Annual meeting of Ackworth Parish Council which will be held at the Parish Council Community Centre, Bell Lane, Ackworth, on **MONDAY 11<sup>th</sup> MAY 2026, COMMENCING AT 7.15 PM.**

Yours faithfully

Jemma Nolan  
Clerk

## AGENDA

1. To elect a Chair for the forthcoming year 2026/27
2. Chair to sign Declaration of Acceptance of Office Form
3. To elect a Vice Chair of the Council for the year 2026/27
4. Apologies 4.1 To receive apologies for absence given in advance of the meeting. 4.2 To consider the approval of reasons given for absence.
5. Declarations of Interests and Dispensations 5.1 To receive any declarations of interest not already declared under the Council's Code of conduct or a member's Register of Disclosable Pecuniary Interests on items on the agenda. 5.2 To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest. 5.3 To grant any requests for dispensation as appropriate.
6. Committees, Subcommittees, Outside Bodies & Delegation Arrangements for Annual Review 6.1 To appoint any new Committees or propose changes to existing Committees and structure. 6.2 To review the Terms of Reference of Committees. 6.3 To review delegation arrangements to Committees, Subcommittees, staff and other local authorities. 6.4 To elect representatives to Parish Council Committees.

**6.5** To elect the Chair and Vice Chair to existing Committees.

**6.6** To appoint members as representatives to outside bodies and confirm arrangements for reporting back.

**7. Policies for Annual Review**

**7.1** To review and adopt Ackworth Parish Council's Standing Orders for the forthcoming year 2026/27.

**7.2** To review and adopt Ackworth Parish Council's Financial Regulations for the forthcoming year 2026/27.

**7.3** To review and adopt Ackworth Parish Council's Complaints Policy & Procedure for the forthcoming year 2026/27.

**7.4** To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

**7.5** To review the Council's policy on dealing with the press/media.

**7.6** To consider an annual review of the Council's employment policies and procedures and decide a course of action.

**8. General Items for Annual Review**

**8.1** To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**8.2** To review arrangements with other local authorities, not-for-profit bodies and businesses.

**8.3** To review the Council's and/or staff subscriptions to other bodies.

**8.4** To complete a review of inventory of land and other assets including buildings and office equipment, disposals for 2025/26 and consider setting a consumable limit for 2026/27.

**8.5** To review the Council's expenditure allowance incurred under s.137 of the Local Government Act 1972 for 2026/27

*Monthly Meeting - Agenda Items*

**9.** To receive available reports from the following:

**9.1** WMDC District Councillors.

**9.2** APC Council Representatives on outside bodies.

**10.** To consider for approval of the minutes of the Parish Council Meeting held on the 9<sup>th</sup> March 2026, as a true and correct record.

**11.** To consider for approval the retention of the February 26 and March 26 audio recordings.

**12.** To receive applications for the Exclusive Rights of Burial.

**13. Financial Matters**

**13.1** To receive and consider for approval the accounts including bank statements to the end of March 2026.

**13.2** To receive and consider for approval payments to be made and Petty Cash account to 11<sup>th</sup> May 2026.

**13.3** To review and approve the organisation list for free of charge annual hire of Parish Council facilities.

<p><b>14. Committee Meeting Minutes</b></p> <p><b>14.1</b> To receive the minutes of the Village Events &amp; Communications Subcommittee meeting held on 14<sup>th</sup> April 2026 and to note the meeting was not quorate.</p> <p><b>14.2</b> To receive the minutes of the Village Amenities Committee meeting held on 27<sup>th</sup> April 2026 and approve the recommendations within them.</p> <p><b>14.3</b> To receive the minutes of the Finance and General Purposes Committee meeting held on 27<sup>th</sup> April 2026 and to note the meeting was not quorate.</p> <p><b>14.4</b> To receive the minutes of the Environment, Road Safety &amp; Planning Committee meeting held on 27<sup>th</sup> April 2026 and approve the recommendations within them.</p>
<p><b>15. Items brought forward from the inquorate F&amp;GP Committee Meeting on the 27<sup>th</sup> April 2026</b></p> <p><b>15.1</b> To receive a renewal van insurance quote and make recommendation to Council.</p> <p><b>15.2</b> To receive an IT Cyber report from our appointed supplier and consider recommendations to Council</p> <p><b>15.3</b> To receive a draft Risk Management Policy for review to adopt and consider recommendation to Council.</p> <p><b>15.4</b> To receive a draft CCTV Policy for review to adopt and consider recommendation to Council.</p> <p><b>15.5</b> To note an increase in charge to the appointed Grounds Maintenance contract with Wakefield District Council due to an administrative error.</p>
<p><b>16.</b> To receive an update on the appointed hanging basket supplier and decide a course of action.</p>
<p><b>17.</b> To receive a new activity Risk Assessment in line with this Parish Council's Financial Regulations relating to a prospective legal sub-lease between Ackworth Parish Council and Low Ackworth Community Association regarding Townend/Low Ackworth Playing Field and consider approval.</p>
<p><b>18. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED</b></p>
<p><b>19.</b> (Subject to the outcome of agenda item 17) To receive solicitor quotations relating to a prospective legal sub-lease between Ackworth Parish Council and Low Ackworth Community Association regarding Townend/Low Ackworth Playing Field and consider approval.</p>
<p><b>20.</b> To receive quotations for consideration of a Legionella risk assessment for all sites excluding Ackworth Quarries and consider for approval.</p>
<p><b>21.</b> To receive quotations for consideration of a replacement front door on Ackworth Quarries Community Centre and decide a course of action.</p>

Next Council Meeting: TBC at the Annual Council Meeting in May 2026.

*There will be a 15-minute public session prior to the meeting and this will commence at 7.15pm  
(Members of the public are reminded to adhere to the rules set by the council for this session)*

*Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting. The Parish Council meeting may be recorded under the Openness of Local Government Regulations 2014. Devices are to be placed on the table provided throughout the meeting.*