

# Annual Meeting of Grimley Parish Council

**Monday 20<sup>th</sup> May 2024 8pm**  
**Peace Hall, Sinton Green.**

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on 20th May 2024 at 8pm at Peace Hall, Sinton Green. Your attendance at the meeting is requested. The press and public are also cordially invited to attend to observe proceedings. Lisa Stevens, Parish Clerk and RFO, clerkgrimleypc@gmail.com 07950256363.

This is an annual meeting of Parish Cllrs, where appointments for the following take place: chairman, vice-chairman, committee members and representatives to other bodies. The public may not speak at this meeting, though they are cordially invited to attend to observe proceedings. (Standing orders states "In a year which is not an (parish) election year, the annual meeting of a council shall be held on such day in May as the council may direct."). First item: Election of chair and sign declaration of office. Retiring/previous Chair will be in attendance in order to preside over this first item only, as necessary. **Date of publication of this notice: 15 May 2024**



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 including this agenda

- The press and public are invited to attend to address Councillors on matters concerning the Parish (allotted point in the agenda), observe or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- The Register of Electors may be inspected in order to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



Scan with your phone to  
 directly access the information  
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 each parish council meeting.

1	<p><b>a. Election of Chair 2024/25</b></p> <p>i. Nominations and vote.</p> <p>ii. Signature on Declaration of Acceptance of Office.</p> <p><b>b. Election of Deputy Chair 2024/25, process as above.</b></p>
2	<p><b>Welcome, points of order, apologies for absence and declarations of interest.</b></p> <p>a. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</p> <p>b. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted.</p> <p>c. To declare any Other Disclosable Interests relevant to the agenda.</p> <p>d. To declare any additions to the Register of Gifts &amp; Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). <b>Motion</b> to approve requests.</p> <p>f. To consider any adjustments required to encourage or allow public participation.</p> <p>g. To note the existing parish councillor (summer 23 &amp; Spring 24) vacancies x2 available for co-option upon application to the Clerk.</p>
3	<p><b>a. Minutes of the previous meeting April 2024 – to receive, consider and approve.</b></p> <p><b>b. Minutes May 2023 Annual Meeting of the Parish Council – to receive, consider and approve.</b></p>
4	<p><b>General Power of Competence (Description in Appendix 3)</b></p> <p>a. This council CANNOT adopt the general power of competence for 2024/2025 (criteria apply).</p> <p>Cllr Adam Collett – co-opted 2023</p> <p>Cllr Robin Woodhouse – co-opted 2023.</p> <p>Cllr Andy Sinclair – co-opted 2023.</p> <p>Cllr Georgie Moore – elected 2023.</p> <p>Cllr Sue Wilson – elected 2023.</p> <p>Cllr Geoff Probert – elected 2023.</p> <p>Cllr Pam Ayers – elected 2023.</p> <p>Vacancy – upon the resignation of A.Bretherton Autumn 2023.</p> <p>Vacancy – upon the resignation of J.Izamis Spring 2024.</p>

5	<b>Insurance and risk assessments</b> a. Motion: Confirm arrangements for insurance cover are in place in respect of all insurable risks. b. Motion: Acceptance of existing risk assessment. (Reviewed by Clerk March 2024).																																				
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7	<b>Policy Documents</b> a. Motion: Acceptance of existing policy documents (Appendix 1).																																				
8	<p><b>Projects, Committees and Committee Representatives - To review, amend and confirm:</b></p> <p>Key to symbols: ## - Declaration of Interest acknowledged and entered on Register held by Clerk</p> <table border="1"> <thead> <tr> <th>Committee/Working Party</th> <th>Members</th> <th>Terms of Ref?</th> </tr> </thead> <tbody> <tr> <td>Over-seeing Finance/Audit x 3 members</td> <td>Cllr Sue Wilson (Signatory and online banking) Cllr Pam Ayers (Signatory but NOT online banking) Cllr Georgie Moore (Signatory and online banking)  [Cllr Andy Sinclair (being added to online banking) Cllr Adam Collett (being added to online banking) Cllr Robin Woodhouse (being added to online banking) Cllr Geoff Probert (being added to online banking)]</td> <td>Financial Regulations under review May 2024 onwards.</td> </tr> <tr> <td>Staffing Committee x 3 members</td> <td>Cllr Pam Ayers Cllr Adam Collett Cllr Sue Wilson</td> <td>Yes, Terms of Ref in place.</td> </tr> <tr> <td>Complaints and Grievance Panel x 3 members</td> <td>Cllr Geoff Probert Cllr Adam Collett Cllr Sue Wilson</td> <td>Grievance Policy (Staff) &amp; Complaints Policy (MoP)</td> </tr> <tr> <td>Appeals Panel x 3 members</td> <td>Cllr Pam Ayers Cllr Georgie Moore Cllr Andy Sinclair</td> <td>Reference to sections in the Grievance Policy (Staff) &amp; Complaints Policy (MoP)</td> </tr> <tr> <td>Peace Hall Committee x 1 member</td> <td>Cllr Pam Ayers,</td> <td><i>Non-voting position. Peace Hall terms of ref.</i></td> </tr> <tr> <td>Planning and Enforcement Committee</td> <td>All parish cllrs at all times.</td> <td>Planning response policy</td> </tr> <tr> <td>Church Maintenance liaison officer x 1 member</td> <td>Cllr Robin Woodhouse</td> <td><i>Public relations only. Not a working party or committee.</i></td> </tr> <tr> <td>Commons and SSSI Management Committee (Monkwood Green) x 4 members</td> <td>Cllr Pam Ayers ##, Cllr Geoff Probert, Cllr Adam Collett ##, Cllr Sue Wilson ##, (Clerk as separate admin support)</td> <td>Reference to existing five year management plan and the annual mowing/grazing schedule.  <u>Also ref to:</u> Managing Activities on Parish Council Owned Land Policy draft</td> </tr> <tr> <td>Monkwood Green COMMONERS Association x 3 members</td> <td>Cllr Pam Ayers ##, Cllr Sue Wilson ##, Cllr Adam Collett ##, (Clerk as separate admin support)</td> <td>Monkwood Green Commoners Association Terms of Ref</td> </tr> <tr> <td>Sinton Green Management Committee x 3 members</td> <td>Cllr Robin Woodhouse ##, Cllr Geoff Probert Cllr Adam Collett</td> <td>Managing Activities on Parish Council Owned Land Policy draft</td> </tr> <tr> <td>Grimley Smaller Charities x 1 member</td> <td>Cllr Robin Woodhouse ##,</td> <td>Public relations only. Non voting position. Terms of Ref of the charity.</td> </tr> </tbody> </table>	Committee/Working Party	Members	Terms of Ref?	Over-seeing Finance/Audit x 3 members	Cllr Sue Wilson (Signatory and online banking) Cllr Pam Ayers (Signatory but NOT online banking) Cllr Georgie Moore (Signatory and online banking)  [Cllr Andy Sinclair (being added to online banking) Cllr Adam Collett (being added to online banking) Cllr Robin Woodhouse (being added to online banking) Cllr Geoff Probert (being added to online banking)]	Financial Regulations under review May 2024 onwards.	Staffing Committee x 3 members	Cllr Pam Ayers Cllr Adam Collett Cllr Sue Wilson	Yes, Terms of Ref in place.	Complaints and Grievance Panel x 3 members	Cllr Geoff Probert Cllr Adam Collett Cllr Sue Wilson	Grievance Policy (Staff) & Complaints Policy (MoP)	Appeals Panel x 3 members	Cllr Pam Ayers Cllr Georgie Moore Cllr Andy Sinclair	Reference to sections in the Grievance Policy (Staff) & Complaints Policy (MoP)	Peace Hall Committee x 1 member	Cllr Pam Ayers,	<i>Non-voting position. Peace Hall terms of ref.</i>	Planning and Enforcement Committee	All parish cllrs at all times.	Planning response policy	Church Maintenance liaison officer x 1 member	Cllr Robin Woodhouse	<i>Public relations only. Not a working party or committee.</i>	Commons and SSSI Management Committee (Monkwood Green) x 4 members	Cllr Pam Ayers ##, Cllr Geoff Probert, Cllr Adam Collett ##, Cllr Sue Wilson ##, (Clerk as separate admin support)	Reference to existing five year management plan and the annual mowing/grazing schedule.  <u>Also ref to:</u> Managing Activities on Parish Council Owned Land Policy draft	Monkwood Green COMMONERS Association x 3 members	Cllr Pam Ayers ##, Cllr Sue Wilson ##, Cllr Adam Collett ##, (Clerk as separate admin support)	Monkwood Green Commoners Association Terms of Ref	Sinton Green Management Committee x 3 members	Cllr Robin Woodhouse ##, Cllr Geoff Probert Cllr Adam Collett	Managing Activities on Parish Council Owned Land Policy draft	Grimley Smaller Charities x 1 member	Cllr Robin Woodhouse ##,	Public relations only. Non voting position. Terms of Ref of the charity.
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<b>Continued - Projects, Committees and Committee Representatives</b>		
<b>Committee/Working Party</b>	<b>Members</b>	<b>Terms of Ref?</b>
Lengthsman support and rep x 1 member	Cllr Robin Woodhouse.	Staff line manager style position with assistance of Clerk.
Footpaths Officers <i>and support for 'County Council Sponsored Footpaths Officer'</i>	Vacant x 1 (Wider parish footpaths) Cllr Georgie Moore (Grimley footpaths) Cllr Pam Ayers and Cllr Sue Wilson (MWGreen footpaths)	Lengthsman agreement (schedule 2) has a section of agreement with regard to parish council maintenance of footpaths and RofW.
Defibrillator monthly inspection  unlimited members	Cllr Pam Ayers & Cllr Sue Wilson (MWGreen phone box) Clerk (Sinton and Grimley)	The Community Heartbeat Trust (CHT) Terms & Conditions 2022
Climate emergency panel x 1 member	Cllr Andy Sinclair.	Grimley Parish Council Emergency Declaration FINAL one page Nov 2022
Parish magazine monthly report x 2 persons	Clerk and Cllr Adam Collett	<i>Public relations only. Not a working party or committee. Ref to Community Engagement Strategy.</i>
9	<b>a. Proposal to set up a Ditch and Water Management Working party.</b>	
10	<b>Finance and Administration</b> - Discuss updates and formulate Motions not requiring written notice. <b>a.</b> To review payments made within the past month and to consider and motion to approve the <b>payment of outstanding accounts.</b> Appendix 5 <b>b.</b> To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). <b>c.</b> To receive and motion to accept latest <b>Bank Reconciliation</b> 2024. <b>d.</b> To note that the 23/24 accounts are now with the internal auditor for review.	
11	<b>a.</b> AOB Nb. items not raised beforehand which require a financial vote to be moved to future agenda. <b>b.</b> Thanks to all involved and we look forward to 2024/2025. <b>c.</b> Close of meeting.	

## Appendix 1 – Parish Council Policy Documents

	<b>Title</b>	<b>Year last updated</b>	<b>Published on website?</b>
	Annual budget for this financial year	Jan 2024	yes
	Code of Conduct, including reminder of the NOLAN principles.	Feb 2024	yes
	Standing Orders of the Parish Council	Feb 2024	Yes
	Financial Regulations May 2024 as new model regs published by NALC.	Under review	Old ones are.
	Dispensation request form & Dispensation request procedure policy	March 2024	
	List of existing dispensations awarded to existing councillors	Monthly	FOI only
	Privacy Notice – How we store your personal information and why.	Feb 2024	Yes
	Consent Form	Feb 2024	Yes
	List of committee reps	March 2024	Yes
	GDPR Data Protection Policy & Information Security Policy	Feb 2024	Yes
	Document/Data Retention Policy	March 2024	Yes
	Delegation to the Clerk policy Due for review in May 2024 once new financial regs are adopted.	2020	No
	Disciplinary Procedure (staff discipline procedure)	Jan 2024	No
	Grievance Policy (staff)	March 2024	Yes
	Complaints Procedure (Resident and Electors)		

	<b>Title</b>	<b>Year last updated</b>	<b>Published on website?</b>
	Equal opportunities Policy	May 2024	Yes
	Expenses Policy - Due for review in May 2024	2020	No
	Freedom of Information – documents available for publication	Feb 2024	Yes
	Gifts and Hospitality	May 2024	Yes
	Health and Safety Policy	May 2024	No
	Home Working Policy	March 2024	No
	Lone Working Policy	Jan 2024	No.
	List of Reserves & List of Assets	March 2024	yes
	Risk Assessments	Feb 2024.	Yes in part
	S137 & Grants Policy, including grant to religious orgs.	May 2024	yes
	Staffing Committee Terms of Ref Includes guidance on STAFF APPRAISAL, Guidance on STAFF SICKNESS ABSENCE, Guidance on STAFF ANNUAL LEAVE AKA Protocol for the Formation, Operation and Closure of Working Groups/Committee meetings	Feb 2024	yes
	Public Open Forum Policy	March 2024	yes
	Information provided to the public at each meeting	March 2024	yes
	Training Policy (member and staff)	To be written	
	Planning Response Policy	May 2024	yes
	Biodiversity Policy	Jan 2023	yes
	Community Engagement Strategy	Dec 2023	yes
	Parish council resident welcome leaflet	2022	Too large a file
	Website Accessibility Statement	Feb 2024	yes
	Subject Access Request Procedure	Feb 2024	yes
	Press and Social Media Policy	Feb 2024	Yes
	Monkwood Green Commoners Association Terms of Ref	2022	No

## **Appendix 2 WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS**

Good Practice Guide:

### **THE ANNUAL MEETING OF THE PARISH/TOWN COUNCIL**

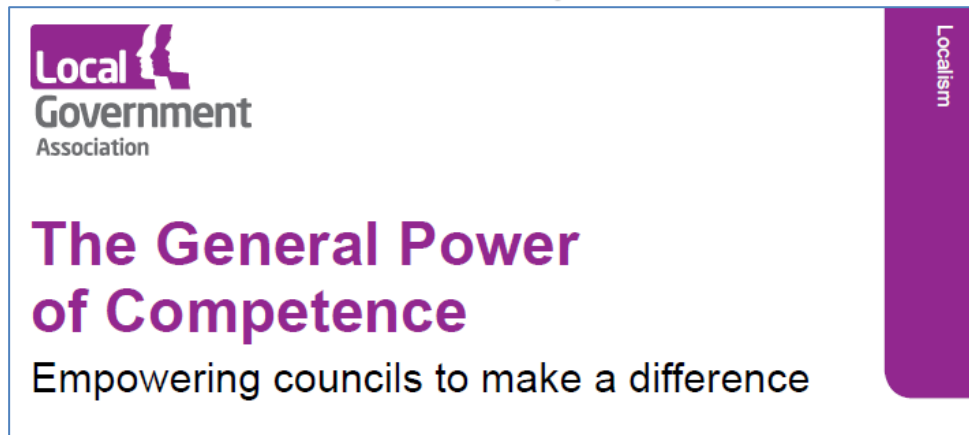
**PUBLISHED NOV 2014**



1. The annual meeting of the parish/town council (often erroneously called the AGM) must be held during May in each year. During an election year it must take place between the 4<sup>th</sup> day and 18<sup>th</sup> day after date of the election.
2. The clerk must give at least 3 clear days' notice to councillors and via the public notice for the annual meeting which, like all other meetings of the parish/town council and its committees, is open to the public.
3. In election year, councillors – except the chair and vice-chair - cease to be in office on the 4<sup>th</sup> day after the election. The chair and vice chair remain in office until the successor is elected at the annual meeting.
4. In election year, each member of the parish/town council must sign a declaration of acceptance of office before s/he may take part in the annual meeting or any other meeting.
5. The person who takes the chair for the first item is the previous chairman whether or not s/he is still an elected councillor. If the previous chairman is not present, the previous vice chairman must take the chair, and if s/he is not present another councillor must volunteer to take the chair for the first item. The clerk must not take the chair.
6. The first item of business must be the election of chairman. The person presiding for this first item will be the previous year's chairman. If they are a properly elected or co-opted councillor then the person presiding may use their personal vote, and in the event of a tie must use their casting vote as well. If they have also been nominated for the chair, they may use both their personal and their casting vote for themselves in the event of a tie. In an election year where the previous chairman has not been re-elected, they cannot use a personal vote but must use their casting vote in the event of a tie; they cease to hold office as soon as the new chairman is elected. Upon election to the chair, the new chairman must preside and the previous chairman, if no longer a councillor, must join the public.
7. Each year, regardless of whether it is an election year, the chairman must sign a further declaration of acceptance of office form on election to the chair and before taking the chair. There is no requirement for the vice chairman to sign such a form.
8. Agenda items must include the election of chairman as first business, and may include such items as election of vice chairman; appointment of committees and working groups, members to outside bodies; adoption of annual accounts; review of insurance, standing orders, financial regulations, scheme of delegation.
9. The annual meeting may also undertake the business of an ordinary meeting. There is no need to have a separate ordinary meeting of the council.
10. The minutes are adopted at the next meeting of the council - not the next annual meeting.
11. Members must complete a register of interests within 28 days of election/co-option to the office of councillor. These should be sent to the monitoring officer, sometimes via the clerk. If re-elected, it is generally accepted that councillors need only provide changes to their register. The monitoring officer will provide the clerk with a complete copy of the register for all councillors on his/her council. It is useful for the clerk to bring this along to the annual meeting to allow individual councillors to check for any changes in their interests.

*-end Appendix 2. This guidance is in supplement to requirements within Standing Orders.-*

## Appendix 3 - What is the General Power of Competence?



The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible<sup>1</sup> parish and town councils. [Footnote 1 An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification \(Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012\).](#)

It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things<sup>2</sup>:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

[Footnote 2 Further discussion of the legal implications of the GPC can be found in the Local Government Association \(LGA\) essay 'Power to make a difference', October 2011: <http://tinyurl.com/nppcc4b>](#)

But there are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act.

The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

<https://www.local.gov.uk/publications/general-power-competence-empowering-councils-make-difference>

-end appendix 3-