

Annual Meeting of Grimley Parish Council

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Clerk: Mrs Lisa Stevens

Tel: 01905 820956

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Kempsey
Worcester
WR5 3LG

Friday 03 May 2019

Dear Councillor, Notice is hereby given that the **Annual Meeting of Grimley Parish Council** will be held on **Monday, 13th May 2019** at **7.30pm** in The Peace Hall, Sinton Green when the business set out in the agenda below will be transacted. Your attendance at the meeting is requested. Yours, Lisa Stevens, Clerk & Responsible Financial Officer

The press and public are also cordially invited to attend this meeting to observe proceedings. Nb 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.

Agenda - Annual Meeting of Grimley Parish Council

19/01	<p>a. Election of Chairman 2019/20</p> <ul style="list-style-type: none"> i. Nominations and vote ii. Signing of Declaration of Acceptance of Office. iii. Input of chair details on External Audit Paperwork. <p>b. Election of Vice Chairman 2018/19</p>												
19/02	<ul style="list-style-type: none"> a. To consider any apologies for absence b. To consider any declarations of interest. c. All Cllrs to consider any declaration of interest made in previous years and state whether they wish to renew these and for what period of time. 												
19/03	<p>Welcome to all Members - elected uncontested for a period of four years until May 2023.</p> <ul style="list-style-type: none"> a. To note that there remain two vacancies. b. Option to co-opt without notice (these two vacancies have already been properly advertised with no candidates previously coming forward). 												
19/04	<p>Election of Committee Representatives:</p> <table border="1"> <thead> <tr> <th>Committee or Community Group</th> <th>Current Reps</th> </tr> </thead> <tbody> <tr> <td>Peace Hall Committee x 2 members</td> <td>Cllr Aiveen Atkinson, Cllr Georgina James.</td> </tr> <tr> <td>CALC Reps x 2 members</td> <td>Cllr Pam Ayers, Cllr Anne Taft</td> </tr> <tr> <td>Tarmac Liaison Group x 2 members</td> <td>Cllr Dave Stanley, <u>Vacant</u></td> </tr> <tr> <td>Grievance Panel x 3 members</td> <td>Cllr Dave Stanley, Cllr Anne Taft, Cllr Richard Weaver</td> </tr> <tr> <td>Over-seeing Finance/Audit x 2 members (previously 1 member - increased to 2 for 2019)</td> <td>Cllr Anne Taft, Cllr Robin Woodhouse</td> </tr> </tbody> </table>	Committee or Community Group	Current Reps	Peace Hall Committee x 2 members	Cllr Aiveen Atkinson, Cllr Georgina James.	CALC Reps x 2 members	Cllr Pam Ayers, Cllr Anne Taft	Tarmac Liaison Group x 2 members	Cllr Dave Stanley, <u>Vacant</u>	Grievance Panel x 3 members	Cllr Dave Stanley, Cllr Anne Taft, Cllr Richard Weaver	Over-seeing Finance/Audit x 2 members (previously 1 member - increased to 2 for 2019)	Cllr Anne Taft, Cllr Robin Woodhouse
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	Monkwood Green Community Management Committee x 2 members	Cllr Pam Ayers, Cllr Richard Weaver (Clerk as separate admin support)		
	Monkwood Green Commoners Association Council Rep x 1 member	Cllr Pam Ayers (Clerk as separate admin support)		
	Defibrillator Community Fundraiser Rep x 1 member	Cllr Anne Taft		
	Play Equipment Committee x 1 member	Cllr Aiveen Atkinson		
	Staffing Committee x 3 members	Cllr Georgina James, Cllr David Stanley, Cllr Anne Taft.		
	Appeals Panel x 3 members	Cllr Aiveen Atkinson, Cllr Pam Ayers, Cllr Richard Weaver.		
	Grimley Smaller Charities x 1 member (plus 1 member externally – Mr Bryan Jones)	Cllr Robin Woodhouse		
	Lengthsman support and rep x 1 member	Cllr Anne Taft plus Clerk		
	Footpaths Officers and support for 'County Council Sponsored Footpaths Officer' (Mr Richard Lawrence) x 2 members	Cllr Aiveen Atkinson, Cllr Georgina James		
19/05	<p>Parish Council Documentation To accept and adopt in principle, but commit to reviewing the following Parish Council documents before October 2019: (1 Member per document, volunteers please):</p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> a) Annual Action Plan. b) Code of conduct & NOLAN principles. c) Financial Regulations. d) Standing Orders. e) Risk Assessment Register. f) Information available under Freedom of Information Act. g) Financial Reserves. h) Complaints procedure. i) Grievance procedure. j) Data protection policy & Privacy Notice. t) </td> <td> <ul style="list-style-type: none"> k) Disciplinary procedure. l) Equal opportunities policy. m) Health and safety policy. n) Home working policy. o) Delegation to the Clerk policy. p) Section 137 policy q) Lone working policy. r) Staffing Committee terms of reference. s) Cllr & Clerk training register and policy. </td> </tr> </table>		<ul style="list-style-type: none"> a) Annual Action Plan. b) Code of conduct & NOLAN principles. c) Financial Regulations. d) Standing Orders. e) Risk Assessment Register. f) Information available under Freedom of Information Act. g) Financial Reserves. h) Complaints procedure. i) Grievance procedure. j) Data protection policy & Privacy Notice. t) 	<ul style="list-style-type: none"> k) Disciplinary procedure. l) Equal opportunities policy. m) Health and safety policy. n) Home working policy. o) Delegation to the Clerk policy. p) Section 137 policy q) Lone working policy. r) Staffing Committee terms of reference. s) Cllr & Clerk training register and policy.
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19/06	<p>NOLAN Principles Annual reminder by the Clerk on the Twelve Principles of Public Life (previously seven). These principles apply to anyone who works as a public office-holder and include the following (in no particular order):</p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> 1 Parish-wide Representation 2 Balanced Planning Considerations 3. Selflessness 4. Honesty and Integrity 5. Objectivity 6. Accountability </td> <td> <ul style="list-style-type: none"> 7. Openness 8. Personal Judgement 9. Respect for Others 10. Duty to Uphold the Law 11. Stewardship 12. Leadership </td> </tr> </table>		<ul style="list-style-type: none"> 1 Parish-wide Representation 2 Balanced Planning Considerations 3. Selflessness 4. Honesty and Integrity 5. Objectivity 6. Accountability 	<ul style="list-style-type: none"> 7. Openness 8. Personal Judgement 9. Respect for Others 10. Duty to Uphold the Law 11. Stewardship 12. Leadership
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	Close of Annual Meeting of Grimley Parish Council			

