

Galleywood Parish Council

The Keene Hall, Watchhouse Road, Galleywood, Chelmsford CM2 8PT



Members of the Council are hereby summoned to attend an **Annual Parish Council Meeting** on **16 May 2024** at 7.00pm in Lodge Room, The Keene Hall, Watchhouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
1 May 2024

Councillors: G Bonnett, R Hyland, A McQuiggan, N Paul, J Potter, G Smith, C Shreeve, S Troop (Chairman), and B Woolward.

ANNUAL COUNCIL AGENDA **This meeting will be recorded.**

- FC24-764 Election of the Chairman**
To receive nominations and elect a Chairman for the ensuing year.
- FC24-765 Declaration of Acceptance of Office**
To receive Chairman's signed Declaration of Acceptance of Office.
- FC24-766 Apologies for Absence**
To receive and approve apologies and reasons for absence.
- FC24-767 Election of Vice Chairman**
To receive nominations and elect a Vice-Chairman for the ensuing year.
- FC24-768 Declaring of Interests and Dispensations**
a. Members are reminded to review and update their declaration of interest forms.
b. Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- FC24-769 Public Participation Session with respect to items on the agenda**
To allow up to 15 minutes for members of the public to make representations.
- FC24-770 Confirmation of Minutes** (herewith)
To agree and sign the minutes of the meetings held on:
a. Annual Parish Meeting held on 31 May 2023.
b. Annual Parish Meeting held on 11 April 2024.
c. Council Meeting held on 18 April 2024.
- FC24-771 Reports**
To receive reports from:
a. The Clerk (herewith)
b. Essex County Councillor and Chelmsford City Councillors (to follow)
c. Representatives from The Keene Hall and Galleywood Heritage Centre (to follow)

- d. Councillor Monthly Surgery 27 April 2024, Councillors Paul, and Troop (to follow)

ANNUAL PROCEDURES

- FC24-772 Scheme of Delegation (herewith)**
To review and resolve (no amendments)

- FC24-773 Policies and Procedures (herewith)**
To review and resolve:
- a. Code of Conduct (no amendments)
 - b. Complaints Procedure (no amendments)
 - c. Press and Media (no amendments)
 - d. To note that all other policies due to be reviewed will be done so at a future meeting.

- FC24-774 Terms of Reference (herewith)**
To review and approve for all committees:
- a. Annual Parish Meeting (amended)
 - b. Finance and Resources Committee (amended)
 - c. Finance and Resources Working Party (amended)
 - d. Personnel Committee (amended)
 - e. Personnel Sub Committee (no amendments)
 - f. Planning and Highways Committee (amended)
 - g. Youth Club Sub Committee (no amendments)

FC24-775 To appoint members to serve on Committees and Outside Bodies.

Members have expressed a wish to serve on committees as follows:

- a. Finance and Resources Committee
Cllrs: Bonnett, Hyland, McQuiggan, Paul, Shreeve, Smith, Troop (7)

To elect seven members, a Chairman and Vice-Chairman.
(Elected members only to vote on appointment of Chairman and Vice-Chairman)
- b. Planning and Highways Committee
Cllrs: Bonnett, McQuiggan, Paul, Potter, Smith, Troop, Woolward (7)

To elect seven members, a Chairman and Vice-Chairman.
(Elected members only to vote on appointment of Chairman and Vice-Chairman)
- c. Personnel Committee
To elect four members, a Chairman and Vice-Chairman.

(Membership shall consist of the Chairman and Vice-Chairman of the Council, the Chairman of Planning and Finance and Resources committees. Elected members only to vote on appointment of a Chairman and Vice-Chairman.)
- d. Personnel Sub Committee

To elect three members who are current members of the Personnel Committee.
- e. Youth Club Sub Committee
Cllrs: Hyland, McQuiggan, Paul, Troop (4)

To elect four members.

- f. Trustees to the Keene Hall (4) - 4-year term
To note that Cllrs: McQuiggan, Paul, Shreeve and Troop are current representatives until May 2027.
- g. Trustees to the Galleywood Heritage Centre (3) - two-year term
Cllrs: McQuiggan, Paul (2)

To elect two members. (Cllr Troop is a current representative until May 2025)
- h. Galleywood Infant School (1) - 4-year term
To note that Cllr McQuiggan is the current representative until May 2026.
- i. Public Transport Representative ECC (1) - yearly term
Cllr: (0)

To elect one member.
- j. The Galleywood Common Liaison Group (1) - yearly term
Cllr: Hyland (1)

To elect one member.
- k. Chelmsford Association of Local Councils and National Association of Local Councils Representative (2) - yearly term
Cllrs: Hyland, Paul (2)

To elect two members.
- l. Larger Local Councils Forum –
Cllr: Hyland (1)

Any councillor can attend.

FC24-776 Standing Orders and Financial Regulations
To note these will be reviewed at a future meeting

FC24-777 General Powers of Competence
To note that Galleywood Parish Council meets the criteria specified in [The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012 \(legislation.gov.uk\)](#) paragraph 2, and resolves in accordance with section 1 to adopt this power.

FC24-778 Inventory of Land and Assets (herewith)
To review and resolve.

FC24-779 Insurance (herewith)
To note the Council's arrangements for insurance cover for 2024-2025.

FC24-780 Subscriptions 2024-2025
To review and resolve.

- a. EALC & NALC Membership - £947.81
- b. Data Protection Registration - £40.00
- c. RCCE Membership - £72.75 + VAT
- d. SLCC Membership - £348.00

- FC24-781 Adequate and Effective Systems (herewith)**
To review and resolve that the following be approved:
- a. The effectiveness of the system of Internal Audit.
 - b. The effectiveness of the system of Internal Control.
 - c. Statement of Internal Control
- FC24-782 RBS Year end 2023/2024**
To note the Year End closedown 2023/2024 was carried out remotely on 2 April 2024.
- FC24-783 Internal Audit 2023/2024 (herewith)**
To receive the Internal Auditor's Report following the Year End Internal Audit carried out on 22 April 2024.
- FC24-784 Annual Governance and Accountability Return 2023/2024 (AGAR) (herewith)**
- a. Annual Governance Statement
To consider and recommend Council approve the Annual Governance Statement. (Section 1 of the AGAR) at an extra ordinary Council meeting on 4 June 2024.
 - b. Accounting Statements
To consider and recommend Council approve the Annual Governance and Accountability Return for 2023/2024. (Section 2 of the AGAR) at an extra ordinary Council meeting on 4 June 2024.
 - c. Notice of Public Rights
To note that the Notice of Public Rights and Publication of the unaudited AGAR will be announced on the 10 June 2024.
- FC24-785 Internal Audit 2024/2025 (herewith)**
To consider the appointment of the Internal Auditor for 2024/2025 and for a subsequent three years as outlined in the report provided

The next Council Meeting is on Thursday 18 July 2024 at 7pm