

GALLEYWOOD PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD

on Thursday 16 May 2024 at 7.00pm

Formal acceptance will take place at the next Full Council Meeting

Present:

Councillors: G Bonnett, A McQuiggan, N Paul, J Potter, C Shreeve, S Troop (Chairman)
In Attendance: Clerk
One member of the public

Prior to the start of the meeting, the Chairman announced that Cllr Janette Potter is officially the new Mayor of Chelmsford. She is the first Mayor that Galleywood ward has ever had. Members were delighted and congratulations were shared.

Cllr Potter will be attending our D-Day commemorative service on 6 June 2024 in her official capacity.

- FC24-764**

Election of the Chairman
Members received nominations for Chairman for the ensuing year.
RESOLVED that Cllr Troop be elected for 2024-2025.
- FC24-765**

Declaration of Acceptance of Office
Cllr Troop signed the Declaration of Acceptance of Office.
- FC24-766**

Apologies for Absence
RESOLVED that an apology of absence be accept for Cllr(s): R Hyland, G Smith and B Woolward.
- FC24-767**

Election of Vice Chairman
Members received nominations for Vice-Chairman for the ensuing year.
RESOLVED that Cllr Potter be elected for 2024-2025.
- FC24-768**

Declaring of Interests and Dispensations

a.

Members were reminded to review and update their declaration of interest forms.

b.

There were none.
- FC24-769**

Public Participation Session with respect to items on the agenda
The member of the public did not wish to address the Council.
- FC24-770**

Confirmation of Minutes
RESOLVED 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

Members noted Clerk's report on the following:

- **Community Special Constables**
Ongoing publicity using the Parish Council website, social media, and noticeboards.
- **Training**
Calendar available on SharePoint for councillors Training Available from EALC– Clerk to be advised of any training needs.
- **Office Communication**
Regularly sent out to members, items relating to Galleywood.
- **Watchhouse Shop**
Work commencing 02.05.2024. All areas identified as a trip hazard including various block paving, hazardous corners of the greenery areas (x4) and drainage area will be attended to, and approximate duration of works is likely to be around 14 working days.
- **Events – D-Day**
20.04.2024 circulated the Order of service to members.
- **Community Pantry**
28.05.2024 at 10am, Meeting rescheduled for CHP / Resident and Cllrs at the Library.
- **ECC Public Health Bids Grants Programme**
10.04.2024/30.04.2024 circulated Expression of Interest form for completion by members to aid Clerk in submitting. – No response received. Form therefore not completed.
- **Assets of Community Value (ACV)**
15.04.2024 ECC confirmed receipt of Galleywood Library nomination. A decision will be received by 10.07.2024.
- A list of ACVs can be found on <https://www.chelmsford.gov.uk/communities/assets-of-community-value-and-community-right-to-bid/assets-of-community-value-register/>
- **Informal Meetings**
13.05.2024 Community Ownership Fund and Essex Village of the Year nominations meetings arranged and meeting notes distributed to members.
Community Ownership Fund - Communication sent to Galleywood Social Club.
Essex Village of the Year – members to forward updated wording for application by 20.05.2024 for submission by the Clerk.
31.05.2024 at 9.30am Action Plan meeting arranged.
- **Internal Audit**
22.04.2024 Completed
- **Jubilee Park**
Benches have been installed. 'Happy to Chat' plaque will be installed on the middle bench.

b.

Essex County Councillor and Chelmsford City Councillors

- Members received a written report from Chelmsford City Councillor Hyland
- Members received a verbal report from Chelmsford City Councillor Potter



- Members received a verbal report from Essex County Councillor McQuiggan
- c. **Representatives from The Keene Hall and Galleywood Heritage Centre**
- Members received a written report from Councillor Paul
- d. **Councillor Monthly Surgery 27 April 2024**
- No report due to no visitors

ANNUAL PROCEDURES

FC24-772 Scheme of Delegation
RESOLVED that this be adopted (no amendments)

FC24-773 Policies and Procedures
RESOLVED that the below be adopted as received:

- a. Code of Conduct (no amendments)
- b. Complaints Procedure (no amendments)
- c. Press and Media (no amendments)
- d. Members noted that all other policies due to be reviewed will be done so at a future meeting.

FC24-774 Terms of Reference
RESOLVED that the below be dissolved

- a. Annual Parish Meeting (amended)

RESOLVED that the below be adopted as received:

- 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.

- a. Finance and Resources Committee (7)
RESOLVED that:
 Cllrs: Bonnett, Hyland, McQuiggan, Paul, Shreeve, Smith, and Troop be elected to serve on this committee.
 Cllr Paul be elected as the Chairman and Cllr Shreeve be elected as the Vice Chairman of this Committee.
- b. Planning and Highways Committee (7)
RESOLVED that:
 Cllrs: Bonnett, McQuiggan, Paul, Potter, Smith, Troop, and Woolward be elected to serve on this committee.
 Cllr McQuiggan be elected as the Chairman and Cllr Bonnett be elected as the Vice Chairman of this Committee.
- c. Personnel Committee (4)
RESOLVED that:
 Cllrs: McQuiggan, Paul, Potter and Troop be elected to serve on this committee.
 Cllr Troop be elected as the Chairman and Cllr Potter be elected as the Vice Chairman of this Committee.



- d. Personnel Sub Committee (3)
RESOLVED that:
Cllrs: Paul, Potter, and Troop be elected to serve on this committee.
- e. Youth Club Sub Committee (4)
RESOLVED that:
Cllrs: Hyland, McQuiggan, Paul, Troop be elected to serve on this committee.
- f. Trustees to the Keene Hall (4) – four-year term
Members noted that Cllrs: McQuiggan, Paul, Shreeve and Troop are current representatives until May 2027.
- g. Trustees to the Galleywood Heritage Centre (3) – two-year term
RESOLVED that:
Cllrs: McQuiggan, Paul and Troop be elected to serve on this committee.
- h. Galleywood Infant School (1) – four-year term
Members noted that Cllr McQuiggan is the current representative until May 2026.
- i. Public Transport Representative ECC (1) - yearly term
RESOLVED that the position remains vacant.
Action: Clerk to ascertain if a resident can be a representative and report back to a future meeting.
- j. The Galleywood Common Liaison Group (1) - yearly term
RESOLVED that:
Cllr: McQuiggan be elected to serve on this committee if the group is still in existence
Action: Clerk to ascertain existence of group and report back to a future meeting.
- k. Chelmsford Association of Local Councils and National Association of Local Councils Representative (2) - yearly term
RESOLVED that:
Cllr: Hyland and Paul be elected to serve on this committee
- l. Larger Local Councils Forum
RESOLVED that:
Any member can attend.

FC24-776 Standing Orders and Financial Regulations

Members noted that these will be reviewed at a future meeting

FC24-777 General Power of Competence

Members noted 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

RESOLVED that these be approved.

Members noted that The Heritage Centre would be added to this document as an Asset of no value, and that the total assets value had reduced from previous years due to insurance figures being used rather than cost values.



FC24-779 Insurance

Members noted the Council's arrangements for insurance cover for 2024-2025.

FC24-780 Subscriptions 2024-2025

RESOLVED that these be approved:

- 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

RESOLVED 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

Members noted the Year End closedown 2023/2024 was carried out remotely on 2 April 2024.

FC24-783 Internal Audit 2023/2024

Members received the Internal Auditor's Report.
Thanks was given to the Clerk.

FC24-784 Annual Governance and Accountability Return 2023/2024 (AGAR)

a. Annual Governance Statement

Members considered and recommended that Council approve the Annual Governance Statement. (Section 1 of the AGAR) at an extra ordinary Council meeting on 4 June 2024.

b. Accounting Statements

Members considered and recommended that 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

Members noted 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

Members considered the appointment of the Internal Auditor for 2024/2025 and for a subsequent three years.

RESOLVED that Heelis and Lodge be appointed until 2027/2028.

There being no further public business to be transacted, the Chairman closed the meeting at 8.10 pm.

Signed Chairman

Date:.....

