

GALLEYWOOD PARISH COUNCIL
MINUTES OF COUNCIL MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Thursday 19 September 2024 at 7.00pm
Formal acceptance will take place at the next Full Council Meeting

Present:

Councillors: G Bonnett, A McQuiggan, G Smith, S Troop(Chairman) and J Turkentine

In Attendance: Clerk

FC24-813 Apologies for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): N Paul, C Shreeve and B Woolward.

FC24-814 Declaring of Interests and Dispensations

There were none.

FC24-815 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 3 September 2024 were a true and accurate account were signed by the Chairman.

FC24-816 Public Participation Session with respect to items on the agenda

There were no members of the public present.

FC24-817 Meetings

Members noted the following meetings had been held and draft minutes had been circulated to all members:

- a. **Planning and Highways Committee – 2 July 2024.**
- b. **Finance and Resources Committee – 1 August 2024.**
- c. **Planning and Highways Committee – 3 September 2024.**

FC24-818 Reports

Members noted the reports received from:

- a. The Clerk
 - **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.
 - **Bus Shelters**
Contacted Passenger Transport Infrastructure Team to ascertain if shelters



could be donated back to ECC – Awaiting response.

Contacted ECC Cllr AM to request further help. Advised that a meeting has been planned to discuss further with Passenger Transport Infrastructure Team.

- **Unsocial behaviour**

06.08.2024 Public Toilets, flush mechanism broken, repaired.

08.08.2024 Library Noticeboard door hinge broken, repaired.

14.08.2024 Public Toilets, sink pipe smashed, repaired.

14.08.2024 Galleywood Common – Tree cut down by youths with a hand saw – reported to CCC.

09.09.2024 Chelmer Park – Antisocial behaviour regarding parking – reported to the Police.

b. Essex County Councillor

c. Representatives from The Keene Hall and Galleywood Heritage Centre

FC24-819 External Auditor's Report and Certificate 2023-2024

Members noted the External Auditors Conclusion of Audit for the year ending 31 March 2024. Information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices. The Notice of Conclusion of Audit and Sections 1, 2 and 3 were displayed on the Parish Council noticeboards and website from 15 August 2024. Thanks were given to the Clerk and Councillors.

FC24-820 Finance Systems

Members considered the report provided.

RESOLVED that the Council will give six months notice to Rialtas and move to AdvantEDGE for Finance/Asset Software & Support, together with an additional training package at a cost of £150.00. Set up costs to be funded from reserves, oncosts, and training to be funded from computers and website and staff training budgets.

FC24-821 Office Equipment

Members considered the recommendation made by the Finance and Resources committee to:

a. Move from analogue to fibre for both telephone and broadband services.

RESOLVED that Basic VoIP systems would be purchased from LIS.

Set up costs (two new handsets, call diverts, engineers visit) to be funded from reserves, oncosts to be funded from Broadband and Telephone budgets.

b. To purchase TUNGSTEN PDF

RESOLVED that TUNGSTEN would be purchased from LIS, for a one time purchase. Costs to be funded from reserves.

FC24-822 Public Conveniences

Members considered the recommendation made by the Finance and Resources committee for deep cleaning visits to take place.

RESOLVED that Champion Services will complete two deep cleaning visits a year. (Oct and March) at a cost of £175+VAT per visit. Costs to be funded from CIL.

FC24-823 Local Panel Awards Scheme

Members considered the report provided.

RESOLVED that the Council will register for the scheme and resolve at a future meeting what level of award will be applied for.

Action: Clerk to forward online seminar link to Cllrs regarding the criteria changes for 2025.



FC24-824 Financial Regulations

Members considered the recommendation made by the Finance and Resources committee to adopt the amended NALC 2024 model regulations as provided.
RESOLVED to adopt, with the additional amendment to 9.1 to limit the spend to £250.

FC24-825 Standing Orders

Members reviewed and **RESOLVED** to adopt with the amendments as received.

FC24-826 Policy Reviews

Members reviewed the below policies.

RESOLVED to adopt with the amendments as received:

- a. Document Retention and Disposal (amendments)
Action: Clerk to remind Cllrs to review the shared drive as per 5.2 of this policy.
A note will be made on the Clerks report.
- b. Data Protection and Privacy Policy (no amendments)
- c. Data Subject Access Request (no amendments)
- d. Freedom of Information Publication Scheme (no amendments)

FC24-827 Appointment of Members for Youth Club Sub Committee

Members considered appointing one member, noting that current members are Cllrs Troop, Paul and McQuiggan.
RESOLVED that Cllr G Smith be appointed.

FC24-828 Bleed Bags

Members considered taking formal ownership of a bleed bag donated to St Michael Church by the WI, which is currently housed with the defibrillator.

RESOLVED that the Council will take ownership of the bleed bag held at St Michaels Church.

Action: Clerk to buy Bleed bag stickers/labels to be placed on defib cabinets. Cost to be funded from nominal code 6011/332.

FC24-829 VE Day Celebration, 8 May 2025

Members noted the report provided on the outline events planned.

There being no further public business to be transacted, the Chairman closed the meeting at 8.33 pm.

Signed Chairman

Date.....

