

Members of the Council are hereby summoned to attend a **Council Meeting** on **19 September 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  
11 September 2024

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

## **COUNCIL AGENDA**

**This meeting will be recorded.**

- FC24-813 Apologies for Absence**  
To receive and approve apologies and reasons for absence.
- FC24-814 Declaring of Interests and Dispensations**  
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- FC24-815 Confirmation of Minutes** (herewith)  
To agree and sign the minutes of the meeting held on 3 September 2024.
- FC24-816 Public Participation Session with respect to items on the agenda**  
To allow up to 15 minutes for members of the public to make representations.
- FC24-817 Meetings** (herewith)  
To note the following meeting(s) have been held and draft minutes have been circulated:  
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**  
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 (herewith)
- FC24-819 External Auditor's Report and Certificate 2023-2024** (herewith)  
To note receipt of 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.

- FC24-820 Finance Systems** (herewith)  
To consider if the Council will move to another provider for Finance/Asset Software & Support. Report provided.
- FC24-821 Office Equipment** (herewith)  
To consider and resolve the recommendation made by the Finance and Resources committee. Report provided.
- FC24-822 Public Conveniences**  
To consider and resolve the recommendation made by the Finance and Resources committee, for two deep cleaning visits a year (Oct and March) to be provided by Champion Services at a cost of £175+VAT per visit, to be taken from CIL.
- FC24-823 Local Panel Awards Scheme** (herewith)  
To consider and resolve report provided.
- FC24-824 Financial Regulations** (to follow)  
To consider the recommendation made by the Finance and Resources committee to adopt the amended NALC 2024 model regulations.
- FC24-825 Standing Orders** (herewith)  
To review and resolve to adopt (amendments).
- FC24-826 Policy Reviews** (herewith)  
To review and resolve to adopt:  
  - a. Document Retention and Disposal (amendments)
  - 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**  
To consider appointing one member.  
Members to note that current members are Cllrs Troop, Paul and McQuiggan
- FC24-828 Bleed Bags**  
To consider a request from St Michael Church to take formal ownership of a bleed bag donated to them by the WI - Tea N Tiaras. This is currently housed with the defibrillator at the church.
- FC24-829 VE Day Celebration, 8 May 2025** (herewith)  
To note the report provided.

The next Council Meeting is on Thursday 21 November 2024 at 7pm