

GALLEYWOOD PARISH COUNCIL
MINUTES OF COUNCIL MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Thursday 21 November 2024 at 7.00pm
Formal acceptance will take place at the next Full Council Meeting

Present:

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

In Attendance: Clerk

FC24-830 Apologies for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): G Bonnett

FC24-831 Declaring of Interests and Dispensations

There were none.

FC24-832 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 19 September 2024 were a true and accurate account were signed by the Chairman.

FC24-833 Public Participation Session with respect to items on the agenda

There were no members of the public present.

FC24-834 Resignation

Members noted the resignation of Cllr Smith and notice of a Councillor vacancy had been advertised on noticeboards and social media.

FC24-835 Meetings

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

- a. Planning and Highways Committee – 1 October 2024.
- b. Finance and Resources Committee – 3 October 2024.
- c. Personnel Committee – 8 October 2024.
- d. Planning and Highways Committee – 5 November 2024.

FC24-836 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**
Agenda item
- **Local Councils Awards Scheme**
Agenda item
- **Defibrillators**
Keene Hall defib was taken by the Galleywood Social Club on 6 Oct.
This was not used and returned on 7 Oct.
- **Finance Systems**
AdvantEDGE system has been set up and training taking place
- **Office Equipment**
New telephone system installed
TUNGSTED PDF purchased
- **Public Conveniences**
New signage placed in toilets and Deep clean taken place
- **Toy Exchange and Coat Donation**
Volunteers at the Phone Book Swop will arrange for this to take place in December

- b. Essex County Councillor and City Councillor
- c. Representatives from The Keene Hall and Galleywood Heritage Centre

- FC24-837 Appointment of Members for Committees**
Members considered appointing on the following vacancies due to the resignation of Cllr Smith:
- a. Planning and Highways Committee – 1 vacancy
RESOLVED that Cllr Turkentine would be appointed
 - b. Youth Club Sub Committee – 1 Vacancy
RESOLVED that Cllr Shreeve would be appointed

- FC24-838 Meetings Schedule**
Members considered the Council meetings schedule provided.
RESOLVED that this would be approved.
Action: Clerk to book rooms with Keene Hall

- FC24-839 Website**
Members considered the report provided.
RESOLVED that notice would be given to Lodge IT Services and Aubergine would provide website maintenance and support when feasible.

- FC24-840 Personnel**
Members considered the recommendation made by the Personnel committee at their meeting held on 8 October 2024, to award all staff a £50 Christmas bonus in 2024.
RESOLVED that this be agreed (one abstained)

- FC24-841 Local Council Awards Scheme**
Members considered the report provided.
RESOLVED that the Council will apply for The Bronze Award when feasible.



FC24-842 Bus Shelters

Members considered the report provided.

RESOLVED that a Local Highways Panel process will be followed to request a replacement bus shelter at West Lawn. It was noted that £7000 has been budgeted from CIL for the replacement of any bus shelter for 2025/2026 and 2026/2027.

Action: Clerk to request ECC Cllr McQuiggan initiate the LHP application process.

FC24-843 Civility and Respect

Members reviewed the pledge.

RESOLVE to sign the online pledge.

Action: Photo to be taken of the Council members and certification once received.

FC24-844 Policy Reviews

Members reviewed the below policies.

RESOLVED to adopt with the amendments as received:

- a. Safeguarding Policy (No amendments)
- b. Grievance Policy (amendments)
- c. Scheme of Delegation (amendments)
- d. Equality and Diversity Policy (New)
- e. Dignity at Work Policy (New)

There being no further public business to be transacted, the Chairman closed the meeting
at 7.39 pm.

Signed Chairman

Date.....

