

To Members of Romsley Parish Council

Notice is hereby given that the next meeting of the Parish Council is the Annual Parish Council Meeting to be held on Tuesday 7th May 2024, to follow on from the Annual Meeting commencing at 7.00pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on Recording at Meetings available on our website for further details.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

BUSINESS OF THE AGENDA

1. ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman and for Chairman to sign the Declaration of Acceptance of Office

2. APOLOGIES

- 2.1 To receive and approve apologies for absence.

3. ELECTION OF VICE CHAIRMAN

- 3.1 To elect a Vice Chairman

4. DECLARATIONS OF INTERESTS

- 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.
- 4.3 To declare any Other Disclosable Interests in items on the Agenda and their nature
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

5. DISTRICT COUNCILLOR

5.1 To receive report of District Councillor's – Cllr. May and Cllr. Nock

6. COUNTY COUNCILLOR

6.1 To receive report of County Councillor, Karen May

7. INSURANCE

7.1 To confirm arrangements for insurance cover are in place in respect of all insurable risks

8. ASSET REGISTER

8.1 Review of asset register (**Attached**)

9. POLICIES AND PROCEDURES

9.1 Review of the council's policies, procedures and practices in respect of its obligations under freedom of information, GDPR and data protection legislation.

10. SCHEME OF DELEGATION

10.1 To **RESOLVE** to adopt Scheme of Delegation (**Attached**)

11. EMPLOYMENT PROCEDURES

11.1 Review of the council's employment policies and procedures

12. STANDING ORDERS

12.1 To note and to consider reviewing Standing Orders from NALC

13. CODE OF CONDUCT

13.1 To note continued adherence to the Code

14. FINANCIAL REGULATIONS

14.1 To note and to consider reviewing

15. RISK ASSESSMENT AND INTERNAL CONTROL POLICY

15.1 To **RESOLVE** to approve the Risk Assessment for 24-25 and Internal Control Policy for 24-25 (**Attached**)

16. MINUTES OF THE PREVIOUS MEETING

16.1 To approve the Minutes of meeting held on 26th April 2023 (**Attached**)

17. FINANCE

17.1 Accounts for Payment (two councillors to authorise via internet banking) (**To follow**)

17.2 To approve monthly bank reconciliation statement (**To follow**)

17.3 To receive update from Finance Working Group

17.4 To discuss/**RESOLVE** to agree the recommendations from the Finance Working Group:-

- a. A councillor from the working group to carry out monthly internal financial control check
 - b. Grant application from the organisers of the Romsley and Hunnington Show
 - c. Grant application from Friends of Romsley and Hunnington.
- 17.5 **Internal Auditor** – to note the report from the Internal Auditor and consider any actions arising from the report (**Attached**)
- 17.6 **Annual Governance and Accountability Return 2023/24** – To approve the Annual Governance Statement for 2023/24 (**Attached**)
- 17.7 **Annual Governance and Accountability Return 2023/24** – To consider and approve the End of Year Accounts and Accounting Statements for 2023/24 (**Attached**)
- 17.8 To agree the dates for the Public Inspection of the Accounts commencing on 3rd June 2024 to 12th July 2024

18. **PLANNING MATTERS**

18.1 **District Council Decisions**

Application Type:	Full Application
Planning Reference:	22/00563/FUL
Proposal:	Retrospective planning application for approval to retain the existing lodge building located on the land of St Kenelms Woodyard for a temporary three year period.
Location:	St Kenelms Woodyard, Uffmoor Lane, Romsley
Decision:	Granted

18.2 **Planning Applications for Parish Council Comments**

Application Type:	Full Application
Planning Reference:	24/00229/FUL
Proposal:	Retention of nine storage containers
Location:	Land at Backlane Farm, St Kenelms Road, Romsley

18.3 **Appeals**

None received

19. **PLAYING FIELD/COMMUNITY AREAS**

- 19.1 To receive update on upgrades to the play area and grants
- 19.2 To discuss/**RESOLVE** to agree memorial plaque

20. **WINWOOD HEATH ALLOTMENTS**

- 20.1 To receive update

21. **ROADS/FOOTPATHS/TRAFFIC/HIGHWAYS**

- 21.1 To receive update

22. **PARISH LENGTHSMAN/MAINTENANCE**

- 22.1 Lengthsman's Report
- 22.2 Maintenance's Report

23. **COMMUNICATION**

- 23.1 To receive update from the Communications Working Group
- 23.2 To discuss action from recommendations proposed by the working group

24. **EVENTS PLANNING**

24.1 Romstock – to receive update and set-up meeting to define the event working rota

24.2 St Kenelm’s Day – to receive update

25. **TO RECEIVE CLERK’S REPORT**

25.1 To discuss request for a memorial bench

26. **TO RECEIVE REPORT OF PARISH COUNCILLORS**

26.1 Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise item for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

27. **DATE OF NEXT MEETING – 4th June 2024, 7.00pm at St Kenelms Church Hall**



Signed.....
Ruth Mullett, Clerk to the Council
30th April 2024