



WOMBOURNE PARISH COUNCIL

ANNUAL MEETING of WOMBOURNE PARISH COUNCIL Monday 15th May 2023 at 7.00pm

Dear Councillor,

You are hereby summoned to the Annual Meeting of Wombourne Parish Council for the transaction of business as set out below.

The meeting will be held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright
Clerk to the Parish Council
5th May 2023

AGENDA

1. **Election of Chairman for 2023/2024** - *to elect a Chairman for the forthcoming Council year, and receive their signed Acceptance of Office form.*
2. **Election of Vice-Chairman for 2023/2024** – *to elect a Vice-Chairman for the forthcoming Council year.*
3. **Acceptance of Office Forms** –
 - a) *to receive the Acceptance of Office Forms from Members appointed to the Council following the ordinary election on Thursday 4th May 2023.*
 - b) *to agree to postpone receipt of the Acceptance of Office Forms for any Members not present.*
4. **Apologies** – *to note any apologies received from Councillors.*
5. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.*
6. **Election of Deputy Chairman for 2023/2024** – *to elect a Deputy Chairman for the forthcoming Council year.*
7. **Election of Chairman and Members of Committees for 2023/2024** – *to elect Chairman and Members of the following Committees:*
 - a) *Civic Centre Management*
 - b) *Finance and General Purposes*
 - c) *Planning and Development*
 - d) *Recreation and Amenities*
8. **Appointment of Members to Outside Bodies for 2023/2024** – *to appoint Members to the following Outside Bodies:*
 - a) *Clubs at the Day Centre*
 - b) *Locality Forum*
 - c) *Wombourne and District Community Association*
 - d) *Wolverhampton Business Airport Consultative Committee*
 - e) *Wombourne Carnival Committee*
 - f) *Wombourne Charity Trustees Committee*
 - g) *Wombourne Best Kept Village Committee*

- h) *Wombourne Retailers Liaison*
- i) *Police Liaison*
- j) *Giggetty Action Group*

9. **Nomination of a Member to sit on South Staffordshire Council's Standards and Resources Committee** – *to nominate a Member to sit on the Committee.*

10. **Nomination of two Members to attend a Cyber Security Parish Pilot Webinar on MS Teams at South Staffordshire Council on Thursday 25th May at 2pm** - *to nominate two Members to attend.*

11. **Scheme of Delegation and Terms of Reference for Committees** – *to approve the Scheme of Delegation and Terms of Reference.*

12. **Review and adoption of Standing Orders and Financial Regulations** – *to review and adopt the policies.*

13. **General Power of Competence** – *to invoke the power by confirming the following criteria has been met: The Parish Council is eligible to adopt the General Power of Competence provided that:*

- a) *The number of Councillors elected at the last ordinary election, or at a subsequent by-election equals or exceeds two thirds of its total number of Councillors (does not include co-options since the election)*
- b) *The Parish Clerk holds at least one of the sector specific qualifications and has passed CiLCA*

14. **Review of inventory of land and other assets including buildings and office equipment** – *to agree to defer this item to a later date.*

15. **Confirmation of arrangements for insurance cover in respect of all insurable risks** – *to agree the cover in place.*

16. **Review of the Council's and/or staff subscriptions to other bodies as follows:**

- a) *Staffordshire Parish Council's Association (Council)*
- b) *Society of Local Council Clerks (Clerk)*

17. **Review of the Council's complaints procedure** – *to approve the Complaints Policy.*

18. **Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation** - *to approve the following policies:*

- a) *Publication Scheme*
- b) *GDPR – Rights of individuals*
- c) *GDPR – Privacy notice for staff and Councillors*
- d) *GDPR – Information security policy guidelines and procedures*
- e) *GDPR – Employment records – retention and erasure guidelines*
- f) *GDPR – Personal data breach*

19. **Review of the Council's policy for dealing with the press/media** – *to approve the Media /Press Policy.*

20. **Review of the Council's Social Media Policy** - *to approve the Social Media Policy.*

21. **Review of the Council's employment policies and procedures** – *to approve the following policies:*

- a) *Absence Policy – update due September 2024*
- b) *Disciplinary Policy – update due November 2023*
- c) *Employer Pensions Discretions Policy (LGPS) – update due when requested from Staffordshire LGPS*
- d) *Equal Opportunities Policy – update due November 2023*

- e) *Grievance Policy – update due November 2023*
- f) *Lone Worker Policy – update due September 2023*
- g) *Pension Policy – update due April 2025*
- h) *Training and Development Policy – update due November 2023*
- i) *Health and Safety Policy – update due November 2023*

22. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence – *To note that no payments for 2022/2023 have been made to date.*

23. To approve signatures on the bank account – *to agree to the following signatures on the account:*

- a) *Mrs Rachael Wright – Clerk to the Council – full access*
- b) *Mrs Judith Vasiljevic – Assistant to the Clerk – full access*
- c) *Mrs Samantha Berry – Administrative Assistant – view only*
- d) *Chairman of Finance and General Purposes – full access*
- e) *Vice-Chairman of Finance and General Purposes – full access*
- f) *Chairman of Civic Centre Management – full access*
- g) *Vice-Chairman of Civic Centre Management – full access*

24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council as follows:

- a) *Monday 26th June 2023 at 7pm in the Council Chamber*
- b) *Monday 31st July 2023 at 7pm in the Council Chamber*
- c) *Monday 25th September 2023 at 7pm in the Council Chamber*
- d) *Monday 30th October 2023 at 7pm in the Council Chamber*
- e) *Monday 27th November 2023 at 7pm in the Council Chamber*
- f) *Monday 22nd January 2024 at 7pm in the Council Chamber*
- g) *Monday 26th February 2024 at 7pm in the Council Chamber*
- h) *Monday 25th March 2024 at 7pm in the Council Chamber*
- i) *Monday 29th April 2024 at 7pm in the Council Chamber*
- j) *Monday 13th May 2024 at 7pm in the Council Chamber*

25. Determining the time and place of Committee meetings up to the next annual meeting of the Council as per the enclosed sheet – *to agree to the meeting schedule for Committee meetings at 7pm in the Council Chamber.*

26. Annual Return and Governance Statements (AGAR) 2022/2023:

- a) *To receive the accounts for year ended 31st March 2023*
- b) *To receive the Annual Internal Audit Report.*
- c) *To complete and approve the Annual Governance Statement (to be signed by the Chair and Clerk/RFO).*
- d) *To consider and approve the Accounting Statements prepared and signed by the Clerk/RFO (to be signed by the Chair).*
- e) *To note the dates for the exercise of public rights to inspect the accounting records to be 6th June 2023 to 17th July 2023.*

27. Public Participation - *residents are invited to address the Parish Council during the public participation session. No member of the public may speak for more than five minutes in accordance with Standing Orders.*

28. Police Report - *to receive the report from South Staffordshire Police.*

29. Approval of Minutes - to approve the minutes of the Parish Council Meeting on:

a) Monday 17th April 2023

30. Parish Council Finances and Administration – to approve the following:

a) Payment schedule – to ratify payments, bank reconciliations and petty cash (if applicable) for March and April 2023.

31. Planning applications – to review the submissions made to South Staffordshire Council in lieu of a meeting.

32. Correspondence – to review correspondence received for the Parish Council.

33. Meeting schedule

a) Date of the next Full Council meeting: Monday 26th June 2023

b) Dates for Committee Meetings:

Monday 22nd May 2023 – Recreation and Amenities Committee Meeting at 7pm

Monday 5th June 2023 – Civic Centre Management Committee Meeting at 7pm

Monday 12th June 2023 – Finance and General Purposes Committee Meeting at 7pm

Monday 19th June 2023 – Planning and Development Committee Meeting at 7pm

34. Reminders:

a) The Parish Council office will be closed Monday 29th May and Tuesday 30th May for Bank Holiday.

35. Chairman's Closing Remarks to receive the Chairman's closing remarks.