



WOMBOURNE PARISH COUNCIL

ANNUAL MEETING of WOMBOURNE PARISH COUNCIL Monday 20th May 2024 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
9th May 2024

AGENDA

1. **Election of Chairman for 2024/2025** - *to elect a Chairman for the forthcoming Council year and to receive their signed Acceptance of Office form*
2. **Election of Vice-Chairman for 2024/2025** – *to elect a Vice-Chairman for the forthcoming Council year*
3. **Election of Deputy Chairman for 2024/2025** – *the Deputy Chairman shall be the outgoing Chairman as per Standing Orders*
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. **Presentation of the Joan Williams Civic Award** – *to recognise the winner of the 2023 award*
7. **Election of Chairman and Members of Committees for 2024/2025** – *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*
 - e) *Staffing Committee (No change in membership from 2023/2024, as per Standing Orders)*
8. **Appointment of Members to Outside Bodies for 2024/2025** – *to appoint Members to the following Outside Bodies:*
 - a) *Club 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. **Scheme of Delegation and Terms of Reference for Committees** – *to agree to defer to a later meeting*
10. **Review and adoption of Standing Orders and Financial Regulations** – *to agree to defer to a later meeting*
11. **Review of inventory of land and other assets including buildings and office equipment** – *to agree to defer to a later meeting*
12. **Confirmation of arrangements for insurance cover in respect of all insurable risks** – *to agree the cover in place*
13. **Review of the Council's and/or staff subscriptions to other bodies as follows-** *to note the following:*
 - a) *Staffordshire Parish Council's Association (Council)*
 - b) *Society of Local Council Clerks (Clerk)*
14. **Review of the Council's complaints procedure** – *to approve the Complaints Policy*
15. **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*
16. **Review of the Council's policy for dealing with the press/media** – *to approve the Media Policy*
17. **Review of the Council's Social Media Policy** - *to approve the Social Media Policy*
18. **Review of the Council's employment policies and procedures** – *to approve the following policies:*
 - a) *Absence Policy*
 - b) *Disciplinary Policy*
 - c) *Employer Pensions Discretions Policy (LGPS)*
 - d) *Equal Opportunities Policy*
 - e) *Grievance Policy*
 - f) *Lone Worker Policy*
 - g) *Pension Policy*
 - h) *Training and Development Policy*
 - i) *Health and Safety Policy*
19. **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 have been made*
20. **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) *Chairman of Civic Centre Management – full access*
- f) *Chairman of Recreation and Amenities – full access*

21. 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 24th June 2024 at 7pm in the Council Chamber*
- b) *Monday 29th July 2024 at 7pm in the Council Chamber*
- c) *Monday 30th September 2024 at 7pm in the Council Chamber*
- d) *Monday 28th October 2024 at 7pm in the Council Chamber*
- e) *Monday 25th November 2024 at 7pm in the Council Chamber*
- f) *Monday 27th January 2025 at 7pm in the Council Chamber*
- g) *Monday 24th February 2025 at 7pm in the Council Chamber*
- h) *Monday 24th March 2025 at 7pm in the Council Chamber*
- i) *Monday 14th April 2025 at 7pm in the Council Chamber*
- j) *Monday 19th May 2025 at 7pm in the Council Chamber (Annual Meeting of the Parish Council)*

22. 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 (so long as there is business to be discussed and an agenda is issued)

23. 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*

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

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

- a) *Monday 29th April 2024*

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

- a) *Payment schedule – to ratify payments, bank reconciliations and petty cash (if applicable) for April 2024*

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

28. Local Plan – *to agree the Parish Council’s response to the Local Plan Consultation*

29. Correspondence – *to review correspondence received for the Parish Council*

30. Meeting schedule

- a) *Date of the next Full Council meeting: Monday 24th June 2024*
- b) *Dates for Committee Meetings:*
 - Monday 3rd June 2024 – Finance and General Purposes Committee Meeting*
 - Monday 10th June 2024 – Civic Centre Management Committee Meeting*
 - Monday 17th June 2024 – Recreation and Amenities Committee Meeting*

31. Reminders:

- a) *The Parish Council office will be closed Monday 27th and Tuesday 28th May 2024 for Bank Holiday*

32. Chairman’s Closing Remarks - *to receive the Chairman’s closing remarks*