

The Annual Meeting of Great Alne Parish Council was held on 13 May 2025 at the Function Room, Maudslay House, Great Alne Park, Henley Road, B49 6HX at 6.00pm.

<p>Present</p>	<p>Councillors Mr L Bowring, Mr I Millard, Mrs L Bennett, Mr Ian Taylor, Executive Officer (Kyla Brown)</p> <p>Members of the public: 2</p>		
<p>1. Election of Chairman for 2025/26</p>	<p>Chairman: Cllr Mr L Bowring- proposed by Cllr Millard, seconded by Cllr Bennett. Duly elected.</p>		
<p>2. Election of Vice-Chairman for 2025/26</p>	<p>Vice Chairman: Cllr Mr I Millard - proposed by Chairman, seconded Cllr L Bennett. Duly elected.</p>		
<p>3. Apologies for Absence</p>	<p>District Councillor, Mr Thom Holmes</p>		
<p>4. Declaration of Interests</p>	<p>None.</p>		
<p>5. Receipt of Chairman and Vice Chairman's Declarations of Acceptance of Office</p>	<p>The Chairman duly read, completed and signed the Chairman's Declaration of Acceptance of Office, signed in the presence of the Clerk.</p> <p>The Vice-Chairman duly read, completed and signed the Vice-Chairman's Declaration of Acceptance of Office, signed in the presence of the Clerk.</p>		
<p>6. Confirm minutes of Annual Meeting held on 21 May 2024</p>	<p>The Minutes of the Annual Meeting held on 21 May 2024 were approved.</p>		
<p>7. Review of Council Documentation</p>	<p>The following council documentation was discussed following review by the councillors indicated below, with comments as follows:</p>		
<p>CODE OF CONDUCT</p>	<p>LB</p>	<p>Date change required.</p>	
<p>STANDING ORDERS</p>	<p>LB</p>	<p>Date change required. Needs to be signed by councillors and Executive Officer on the updated date. Executive Officer will also make necessary changes to updated Procurement legislation references, as per the Financial Regs update below. Approved by councillors.</p>	
<p>FINANCIAL REGS</p>	<p>KB</p>	<p>Procurement legislation changes to be made by Executive Officer as discussed. Approved by councillors. Date change also required.</p>	
<p>RISK MANAGEMENT POLICY</p>	<p>IM</p>	<p>Date change required.</p>	

COMPLAINTS PROCEDURE	IM	Date change required.
GRIEVANCE AND DISCIPLINARY POLICY	IM	S 23 – amend to reflect his/her/their. Approved by councillors. Date change required.
FREEDOM OF INFORMATION PUBLICATION SCHEME	LB	Date change required.
DIVERSITY AND EQUALITY	IT	Date change required. Executive Officer to monitor whether any changes to the policy are recommended by WALC or NALC following the recent Supreme Court judgment –if so, the policy will be amended at a later date.
SOCIAL MEDIA	IT	Date change required. Suggested addition of rules/standards for posting on GAPC social media platform to enable GAPC to manage online contributions in line with policy. Executive Officer to look into guidelines. Agreed by councillors.
RESERVES	LCB	Date change required.
SCHEME OF DELEGATION	LB	Date change required.
FILMING AND RECORDING	IT	Date change required. Agreed statement at beginning of each meeting regarding filming and recording of meeting. Alternatively, notices to be put on chairs at the start of each meeting. Agreed by councillors.
DONATIONS	LCB	Date change required.
TREE MANAGEMENT	LCB	Date change required.
VOLUNTEER	IM	Date change required.
LONE WORKING	LCB	Date change required.
HEALTH & SAFETY	LCB	Date change required.
GIFTS AND HOSPITALITY	IT	Date change required.
PRIVACY NOTICE	IM	Date change required.

The Executive Officer was requested to update all policy documents as set out above and update each policy with the date of this review. It was agreed that the Executive Officer would then add the documents to the GAPC website. As and when each of the policies get reviewed in the future, Councillors suggested a global change from 'Clerk' to 'Executive Officer'.

8. To consider and adopt new IT Policy, Flexible Working Policy, Sexual harassment

IT Policy – Councillors approved the draft IT policy subject to change of reference at 3.3 from 'Town' to 'Parish' council. The Executive Officer confirmed that the policy specifically applies to Council-owned computer systems and data. Section 2.10 refers to the use of personal devices – any personal devices used to access council systems eg email, websites, data etc, are to be password protected and accessible only by the Member.

<p>Policy and Anti-bullying Policy</p>	<p>Flexible Working Policy – reviewed and approved by councillors. The Executive Officer confirmed that this policy applies to her as the only employee of the Parish Council currently; but explained to councillors that new legislation requires this policy applies from Day 1 of a new employee starting work.</p> <p>Sexual harassment and Anti-bullying Policies – Councillors agreed that it would be preferable to have just one policy covering harassment generally. The Executive Officer will review the two drafts available and prepare a revised version for approval by councillors at the July meeting. She will also see if there is a WALC template available.</p>
<p>9. Review of Banking Signatories, Bank Mandate and Direct Debits.</p>	<p>The Executive Officer confirmed the current banking signatories and the bank mandate with Unity Trust Bank. Signatories with authorisation on the two bank accounts are the Chairman, Cllr Millard, Cllr Bennett and the Executive Officer. Councillors were happy with the existing banking signatories and the existing bank mandate. Direct debits are currently paid to Scribe (for accounting software) npower for electricity supply and the Information Commissioner’s Office. Councillors were happy with the existing list of direct debit payments.</p>
<p>10. Report on the Capital Assets and Liabilities Vested in the Council for 2024/25</p>	<p>The Executive Officer provided a report on the current asset list of GAPC, and the councillors reviewed the Asset Register. Changes to the Asset Register include three new noticeboards, new gates at the recreation ground, the rainwater harvesting structure in the recreation ground, 79 footpath way-marker posts and directional disks, a strimmer and heavy-duty trimmer, other equipment for the footpaths project, flood action group equipment, and equipment for the lengthsman. The total value of the assets is currently £88,477.82.</p> <p>The Executive Officer confirmed there are no liabilities.</p>
<p>11. Review of Hospitality and DPI’s Register</p>	<p>The Parish Council register currently holds no entries and there were none to declare again this year.</p>
<p>12. Donations made in 2024/25</p>	<p>The Executive Officer confirmed there have been two donations made in the last financial year;</p> <ul style="list-style-type: none"> • Great Alne Primary School – skip to assist with clearance work in order to create a new library/ piano room • Great Alne Primary School – three fruit trees. • The total value of both donations was £449.41
<p>13. Authority for receipt of Electronic Delivery of Meeting Papers</p>	<p>Councillors agreed to continue to receive summons and associated parish council meeting papers electronically.</p>
<p>14. To consideration, approval and sign off the accounts for 2024/25</p>	<p>The accounts year ending 31 March 2025 had been prepared and circulated for review by the Executive Officer prior to this meeting. The accounts were considered and approved by the councillors.</p>
<p>15. To receive, consider and approve the</p>	<p>The Internal Auditor’s Report had been prepared and circulated for review by the Executive Officer prior to the meeting. There were no recommendations on the internal auditor’s report and the councillors considered it to be a very good report.</p>

<p>Internal Audit Report for the financial year 2024/25 and agreement of submission of accounts as part of the AGAR</p>	<p>It was agreed that the accounts would form part of the Annual Governance and Accountability Return (AGAR) for 2024/25.</p>
<p>16. Approval of the Governance Statements for the AGAR</p>	<p>Section 1 of the AGAR 2024/25- Governance Statements were reviewed and approved by the councillors. The section was duly signed and dated by the Chair and the Executive Officer.</p>
<p>17. Approval of the Accounting Statements for the AGAR</p>	<p>Section 2 of the AGAR 2024/25 – Accounting Statements were reviewed and approved by the councillors. The councillors considered that the variances had been sufficiently explained. The section was duly signed and dated by the Chair and the Executive Officer.</p>
<p>18. Approval of the submission of the AGAR for 2024/25</p>	<p>The councillors approved the submission of the AGAR 2024/25.</p>
<p>19. Notice of Public Rights dates</p>	<p>The Executive Officer confirmed that the Notice of Public Rights shall run from Tuesday 3rd June until Monday 14th July 2025.</p>
<p style="text-align: center;">*****</p> <p style="text-align: center;">The Meeting ended at 6.45pm</p>	