

# GREAT ALNE PARISH COUNCIL

The Annual Meeting of Great Alne parish Council was held on 13<sup>th</sup> May 2026 at the Function Room, Maudsley House, Great Alne Park, Henley Road, Great Alne B49 6HX at 6pm

## Present

Cllr Lynn Bowring, Cllr Ian Millard, Cllr Julie Gardener.  
Mrs Gill Forman, Executive Officer for GAPC also attended.  
Members of the public: 4

## 1.Election of Chairman for 2026/2027

Cllr Ian Millard, proposed by Cllr Bowring, seconded by Cllr Gardner. Duly elected.

## 2.Election of Vice Chairman for 2026/2027

Cllr Bowring, proposed by Cllr Millard, seconded by Cllr Gardner. Duly elected.

## 3.Apologies for Absence

Cllr Louise Bennett, Cllr Ian Taylor.

## 4.Declaration of interests

None.

## 5.Receipt of Chairman and Vice Chairman's Declarations of Acceptance of Office

The Chairman duly read, completed and signed the Chairman's Declaration of Acceptance of Office, signed in the presence of the Executive Officer.

The Vice Chairman duly read, completed and signed the vice Chairman's Declaration of Acceptance of Office, signed in the presence of the Executive Officer.

## 6. Confirm Minutes of the Annual Meeting held on 13 May 2025

The Minutes of the Annual Meeting held on 13 May 2025 were approved.

## 7.Review of Council Documentation

The following documentation was discussed following review by the Councillors indicated below, with comments as follows:

Code of Conduct	LB	Date change required.
Standing Orders	LB	Date change required.
Financial Regulations	GF	Date change required.
Risk Management Policy	IM	Cyber Insurance date needs changing in 2 places. Date change required.
Complaints Procedure	LB	Executive Officers address needs changing. Date change required.
Grievance & Disciplinary Policies	LB	Date change required
Freedom of Information Publication Scheme	LB	Executive Officers address needs changing. Date change required.
Diversity and Equality	IM	Date change required.

Social Media	IM	Date change required.
Reserves	IM	Date change required.
Scheme of Delegation	LB	Date change required.
Filming and Recording	IM	Date change required.
Donations	JG	Date change required.
Tree Management	JG	Date change required.
Volunteer Policy	IM	Date change required.
Lone Working	IM	Date change required.
Health & Safety Policies	IM	Date change required.
Gifts & Hospitality Policies	IM	Date change required.
IT Policy	IM	Date change required.
Flexible Working Policy	IM	Date change required.
Privacy Notice	IM	Change email address for Executive Officer. Date change required.
Co-option Policy	IM	Date change required.

### **8. To Consider and adopt new Anti-bullying and Harassment Policy**

Reviewed and approved by Councillors

### **9. Review of banking Signatories, Bank mandate and Direct Debits.**

The Executive Officer confirmed the current bank signatories and the bank mandate with Unity Trust Bank. Signatories with authorisation on the two bank accounts are Cllr Millard, Cllr Bowring, Cllr Bennett and the Executive Officer. Councillors were happy with the existing signatories and the bank mandate. Direct debits on the bank account are currently paid to Scribe (accounting software), Valda Energy (electricity supply), Unity Bank (bank charges) and the Information Commissioners Office (data protection fee). Direct debits on the credit card are currently paid to Zoom (on line meetings) and HP Smart (print cartridges). Councillors were happy with the existing list of direct debits.

### **10. Report on the Capital Assets and Liabilities vested in the Council for 2025/26.**

The Executive Officer provided a report on the current asset list of GAPC. Councillors reviewed the Asset Register.

Changes to the Asset Register included a Plaque in the Community Orchard, Laptop, 365 Microsoft Licence, PC Mouse, Anti-Virus software, Dog bin, Hedge trimmer, Printer, and mobile phone. The total value of the assets is currently £86,721.62.

The Executive Confirmed there are no liabilities.

### **11. Review of Hospitality and DPI's Register.**

Cllr Bowring declared £50 from the Heart of England Forest, for refreshments at an event he attended.

### **12. Donations made 2025/26**

No donations have been made.

### **13. Authority for receipt of Electronic Delivery of meeting Paper.**

Councillors agreed to continue to receive summons and associated Parish Council meeting papers electronically.

**14.Consideration, approval and sign off the GAPC accounts for 2025/26**

The accounts ending 31 March 2026 had been prepared and circulated for review by the Executive Officer prior to this meeting. The accounts were considered, approved by Councillors and signed by the Chairman.

**15.To receive, consider and approve the internal Audit Report for the financial year 2025/26 and agreement of submission of accounts as part of the AGAR.**

The Internal Auditors Report had been circulated for review by the Executive Officer prior to the meeting. The Councillors considered it to be a good report. It was agreed the accounts would form part of the Annual Governance and Accountability Return (AGAR) for 2025/26.

**16. To approve the Governance Statements for the AGAR.**

Section 1 of the AGAR 2025/26 – Governance Statements were reviewed and approved by the Councillors. The section was duly signed and dated by the Chair and the Executive Officer.

**17.Approval of the Accounting statements for the AGAR.**

Section 2 of the AGAR 2025/26 – Accounts 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.

**18.Approval of the submission of the AGASR for 2025/26**

Councillors approved the submission of the AGASR 2025/26.

**19.Notice of Public Rights dates.**

The Executive Officer confirmed that the Notice of Public Rights shall run from Wednesday 3<sup>rd</sup> June until Monday 14<sup>th</sup> July 2026.

**The meeting ended at 6.30pm**