



NEW WALTHAM
PARISH COUNCIL

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COUNCILLORS:

**YOU ARE SUMMONED TO THE ANNUAL MEETING OF THE PARISH COUNCIL
OF: NEW WALTHAM PARISH COUNCIL
AT: NEW WALTHAM COMMUNITY HALL & PAVILION
ON: WEDNESDAY 8 MAY 2024 AT 7.00 PM
A. Ottewell-Barrett: Parish Clerk – 2 May 2024**

A G E N D A

Members of the public and press are welcome to attend. The meeting will have a period of public consultation which shall not exceed 15 minutes in total. The public can speak on items contained in the agenda below with no individual speaking for more than a maximum of 5 minutes. If a member of the public wishes to speak on other issues, if these are not scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.

PLEASE NOTE THAT THE PARISH COUNCIL HAS A FORMAL POLICY WHICH GOVERNS THE RECORDING OF ITS MEETINGS. PRIOR NOTICE MUST BE GIVEN TO THE CHAIRMAN AND/OR CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING AND ANY RECORDING MUST ADHERE TO THE OFFICIAL POLICY ADOPTED BY THE COUNCIL.

NEW WALTHAM PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

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| 24/001 | Election of Chair for the year 2024/25 |
| 24/002 | Election of Vice-Chair |
| 24/003 | To receive the Declaration of Acceptance of Office by: <ul style="list-style-type: none">• Chair• Vice-Chair |
| 24/004 | Acknowledgement of any Apologies |
| 24/005 | Declarations of Interest – Code of Conduct 2012 1) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. 2) To note dispensations given to any member of the council in respect of the agenda items listed below. |
| 24/006 | To note that all Declarations of Acceptance of Office/Register of Interests have been received by all members of the Council, or to agree such arrangements as may be necessary for their receipt. 1. To acknowledge & discuss/vote on any co-option nominations. |

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| 24/007 | Election of Committees (and Committee Chair's): To consider membership of and appoint members to the following Committees together with Chair of each Committee: <ul style="list-style-type: none"> • Personnel Committee (has full delegated powers) • Any other Committee |
| 24/008 | Election of Representatives onto Outside Bodies <ul style="list-style-type: none"> • Town & Parish Liaison • ERNLLCA District Committee • Village Hall Committee • Any other outside bodies |
| 24/009 | Review of governance/procedural documents for Council for year 2024/25 (all were emailed to Cllrs before meeting for review): <ul style="list-style-type: none"> • Insurance Renewal Provision • Asset Register • Allotment Tenancy Agreement • Allotment Risk Assessment • Anti-bullying & Harassment Policy • Equality/diversity Policy • Lone Working Policy • Model Publication Scheme • CCTV Policy • Complaints Policy • Data Protection Policy • Standing Orders • Parish Council Risk Assessment • Pavilion Hall Risk Assessment • Financial Risk Assessment • Personnel Committee Terms of Ref • Scheme of Delegation • Social Media Policy • Training & Development Policy • Whistleblowing Policy |
| 24/011 | Minutes of Meetings To approve the minutes of Parish Council meeting held: 3 April 2024 |
| PUBLIC SESSION | |
| 24/012 | Police/Community Report To receive monthly report/update from Police. |
| 24/013 | Highways/Footpaths To receive any highways/footpaths items/updates. |

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| 24/014 | <p>Planning Matters</p> <p>To consider any planning applications received, including:</p> <ol style="list-style-type: none"> 1. DM/0304/24/FUL – Land at rear 205-207 Station Road, NW |
| 24/015 | <p>New Waltham Community Hall & Pavilion Playground</p> <ol style="list-style-type: none"> 1. To discuss ongoing CCTV request for BMX track/field area. 2. To advise/update re inspections at hall |
| 24/016 | <p>Future Dates</p> <p>Next Parish Council Meeting Date: Wednesday 5th June 2024</p> |
| 24/017 | <p>Parish Council Matters</p> <ol style="list-style-type: none"> 1. To discuss recent multiple accidents at Co-op entrance/wall damage 2. To further discuss/update football pitches proposal 3. To advise/update on Chair & Clerks meeting with local School 4. To further discuss Newsletter 5. To receive Clerk's report for year 2023/24 |
| 24/018 | <p>Finance</p> <ol style="list-style-type: none"> 1. To receive/review Internal Audit Report 23/24 2. To approve & sign: Annual Governance Statement 23/24 AGAR 3. To approve & sign: Accounting Statement of 23/24 AGAR 4. To approve the following payments (as per payments schedule): <ol style="list-style-type: none"> a) Internal Auditor = £450.00 <i>Power: (LGA 1972 s.111)</i> b) Reimburse litter picker work boots = £35.00 <i>Power: (LG(FP)A 1963 s5)</i> c) Music Fest Security team = £1,900.00 <i>Power: (LGA 1972, S.145)</i> d) Safelec – Electrical Inspection of Pavilion = £895.00 <i>Power: (LGA 1972, s.133)</i> e) Reimburse Chair refreshments for meeting = £6.45 <i>Power: (LGA 1972 ss. 15(5)&34(5) – Chairmans Allowance</i> f) Scribe (Online Bookings System Renewal) = £328.32 <i>Power: (LGA 1972 s.142)</i> 5. To approve amended budget proposal 2024/25 (emailed to Cllrs). |
| 24/020 | <p>Exclusion of Press and Public</p> <p>To consider exemption of press and public under Public Bodies Admissions to Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information</p> |
| 24/021 | <p>Payroll Information (Confidential)</p> <ol style="list-style-type: none"> 1. To acknowledge payment of salaries as per individual employment contracts – detailed on distributed salary sheet (confidential) 2. To acknowledge Tax/NI payable to HMRC |