



**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 7<sup>th</sup> MAY 2025 AT 7.00 PM**

*Signed: A. Ottewell-Barrett: Parish Clerk – 30/04/2025*

## 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

<b>25/064</b>	<b>Election of Chair for the year 2025/26</b>
<b>25/065</b>	<b>Election of Vice-Chair for 2025/6</b>
<b>25/066</b>	<b>To receive the Declaration of Acceptance of Office by:</b> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice-Chair</li> </ul>
<b>25/067</b>	<b>Acknowledgement of any Apologies</b>
<b>25/068</b>	<b>Declarations of Interest – Code of Conduct 2012</b> <ol style="list-style-type: none"> <li>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.</li> <li>2) To note dispensations given to any member of the council in respect of the agenda items listed below.</li> </ol>
<b>25/069</b>	<b>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.</b>

	<ol style="list-style-type: none"> <li>1. To acknowledge &amp; receive (if any)</li> <li>2. To receive and vote on any co-option nominations.</li> </ol>
<b>25/070</b>	<p><b>Police Report</b> To welcome any members of local policing team.</p>
<b>25/071</b>	<p><b>Election of Committees (and Committee Chair's):</b> To consider membership of and appoint members to the following Committees together with Chair of each Committee:</p> <ul style="list-style-type: none"> <li>• Personnel Committee (x4 members needed - has full delegated powers)</li> <li>• Allotment Committee</li> <li>• Events Committee</li> </ul>
<b>25/072</b>	<p><b>Election of Representatives onto Outside Bodies</b></p> <ul style="list-style-type: none"> <li>• Town &amp; Parish Liaison</li> <li>• ERNLLCA District Committee</li> <li>• Village Hall Committee</li> </ul>
<b>25/073</b>	<p><b>Review of governance/procedural documents for Council for year</b> <b>To review and agree any amendments/necessary actions on the following for 2025/6 (all to be reviewed by Cllrs before meeting – available on website or emailed prior):</b></p> <ul style="list-style-type: none"> <li>• Standing Orders 2025</li> <li>• Financial Regulations 2025</li> <li>• Asset Register</li> <li>• Allotment Tenancy Agreement</li> <li>• Allotment Risk Assessment</li> <li>• Risk Management Assessment</li> <li>• Model Publication Scheme</li> <li>• WhatsApp &amp; Social Media Policy</li> <li>• Anti-bullying &amp; Harassment Policy</li> <li>• Equality/diversity Policy</li> <li>• Lone Working Policy</li> <li>• CCTV Policy</li> <li>• Complaints Policy</li> <li>• Data Protection Policy</li> <li>• Parish Council Risk Assessment</li> <li>• Pavilion Hall Risk Assessment</li> <li>• Financial Risk Assessment</li> <li>• Events Risk Assessment (Including individual assessments i.e. Music Fest/Friendship Group etc).</li> <li>• Personnel Committee Terms of Ref</li> <li>• Events Committee Terms of Ref</li> <li>• Allotment Committee Terms of Ref</li> <li>• Scheme of Delegation</li> <li>• Training &amp; Development Policy</li> <li>• Whistleblowing Policy</li> </ul>
<b>25/074</b>	<p><b>Minutes of Meetings</b> To approve the minutes of Parish Council meeting held on: <b>2 April 2025</b></p>

<b>PUBLIC SESSION</b>	
<b>25/075</b>	<p><b>Highways/Footpaths</b></p> <p>To receive any highways/footpaths items/updates (for discussion only)</p>
<b>25/076</b>	<p><b>Planning Matters</b></p> <p>To consider any planning applications received, including:</p> <p><i>*No planning received at time of agenda publication</i></p>
<b>25/077</b>	<p><b>New Waltham Community Hall &amp; Pavilion Playground</b></p> <ol style="list-style-type: none"> <li>1. To consider/review any quotes for new exterior sign for hall</li> <li>2. To consider re-paint of hall main access door</li> <li>3. To consider/discuss issues with current storage space within hall</li> <li>4. To consider/discuss installation of dishwasher within hall kitchen</li> <li>5. To further discuss and consider any items within pavilion hall (maintenance) that requires attention (i.e. chair cleaning/toilets).</li> </ol>
<b>25/078</b>	<p><b>Future Dates</b></p> <p>Next Parish Council Meeting Date: <b>Wednesday 4<sup>th</sup> June 2024</b></p>
<b>25/079</b>	<p><b>Parish Council Matters</b></p> <ol style="list-style-type: none"> <li>1. To discuss recent ASB in village and current CCTV system/installation of new camera on field.</li> <li>2. To further discuss/update football pitches proposal</li> <li>3. To further discuss Newsletter</li> <li>4. To discuss village flower beds</li> </ol>
<b>25/080</b>	<p><b>Events</b></p> <ol style="list-style-type: none"> <li>1. <b>Music Festival (16 August 2025):</b> <ol style="list-style-type: none"> <li>a) To review/agree site plan for festival</li> <li>b) To agree main contact(s) for the day</li> <li>c) To update on status of 2<sup>nd</sup> Alcohol Licence Holder</li> <li>d) To gather list of available councillors for the day/list of volunteers</li> <li>e) To discuss collection of raffle prizes</li> <li>f) To discuss collection of stage from NWA (School).</li> </ol> </li> </ol>
<b>25/081</b>	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive/review Internal Audit Report 24/25</b></li> <li>2. <b>To approve &amp; sign: Annual Governance Statement 24/25 AGAR</b></li> <li>3. <b>To approve &amp; sign: Accounting Statement of 24/25 AGAR</b></li> <li>4. To further discuss/consider movement of Council monies to a higher interest savings account.</li> <li>5. To approve the following payments (as per payments schedule):</li> </ol>

	<p>a) <b>£753.33 – MES Gardening</b> (Grounds maintenance + gate repair at priors green) Power:</p> <p>b) <b>£180.00 – NELC</b> (Renewal of Premises Licence) Power:</p> <p>c) <b>£836.09 – NELC</b> (Grounds maintenance Inv38063976)</p> <p>d) <b>£696.76 – NELC</b> (Revised Invoice for grounds maintenance Inv38066716)</p>
<b>25/082</b>	<p><b>Exclusion of Press and Public</b> 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>
<b>25/083</b>	<p><b>Payroll &amp; Personnel (Confidential)</b></p> <ol style="list-style-type: none"> <li>1. To acknowledge payment of salaries as per individual employment contracts – detailed on distributed salary sheet (confidential)</li> <li>2. To acknowledge Tax/NI payable to HMRC</li> <li>3. To consider training courses for Employees: <ul style="list-style-type: none"> <li>• COSHH Hazardous Substances – Caretakers/Litter Picker</li> <li>• Slips/trips &amp; falls – Caretakers</li> <li>• IOSH Managing Safely – Clerk</li> </ul> </li> </ol>