



Grimley
Parish Council

Minutes of the meeting of Grimley Parish Council

Monday 19th May 2025, 7.30pm
Peace Hall, Sinton Green (**DRAFT**)

Present:	Parish Councillors (Cllrs) A. Collett (Chair), R. Woodhouse. P. Ayers, M. Boyle, G. Moore, G. Probert, S. Russell, A. Sinclair, S Wilson	
Attending:	Malvern Hills District Cllr Dean Clarke. Parish Clerk/RFO L. Stevens.	
Apologies:	Worcestershire County Cllr Mel Fordington	Public meeting commenced at 7.30pm

52/25 Elections for the financial year 2025/2026

- a. **Resolved.** Chair and Deputy Chair of the Parish Council. Duly **approved**.
Chair: Cllr A.Collett. Prps: SW. Scnd: GM. Abstention RW.
Deputy Chair: Cllr R.Woodhouse. Prps: MB. Scnd: PA. Unanimous.
- b. Declaration of Acceptance of Office. Duly signed.

53/25 Welcome and information provided at the beginning of each meeting

- a. **Points of order.** Cllrs were reminded to be mindful of Nolan principles during social media communication and email. Cllrs considered one self-referral to the grievance and complaints committee, with the outcome that no further action necessary. Cllrs can go to the WCALC website and choose to attend training if they wish at any time. Cllrs evaluated the recent experience whereby permission was debated for a community event on Monkwood Green. Future events will be considered via the policy for managing parish council owned land (draft). **Motion:** Parish council working party meeting 2nd June 2025 7pm subject to Peace Hall availability, to finalise the management policy. **Agreed.**
- b. **Adjustments to facilitate public participation** (nil requested).
- c. **Declarations of interest** (nil new). All existing carried over to the new financial year.
- d. **Apologies/reasons** for absence from Cllrs as listed above. No resolution.

Clerk

Clerk

54/25 Matters for the annual meeting of the parish council – see Appendix 2 for info

- a. **Minutes of previous meetings** – Motion to approve
Resolved. 28th April 2025. Prps: PA. Scnd: SR. Duly **approved**.
Minutes of the annual meeting of the parish council April 2024 had already been approved in May 2024.
- b. **General Power of Competence (GPC)** (Description in Appendix 3). 9 Seats.
This council CANNOT adopt GPC for 2025/2026 (criteria apply). Duly noted.
- | | | | |
|----------------------|------------------|--------------------|-----------------|
| Cllr Adam Collett | – co-opted 2023 | Cllr Georgie Moore | – elected 2023. |
| Cllr Robin Woodhouse | – co-opted 2023. | Cllr Sue Wilson | – elected 2023 |
| Cllr Andy Sinclair | – co-opted 2023. | Cllr Geoff Probert | – elected 2023 |
| Cllr Matt Boyle | – co-opted 2024. | Cllr Pam Ayers | – elected 2023 |
| Cllr Simon Russell | – co-opted 2024. | | |

Clerk

c. **Insurance and risk assessments**

- i. Confirm arrangements for **insurance** cover are in place in respect of all insurable risks. Current insurance is with Clear Councils (Ecclesiastical). £233.88. As of June 25 we will be in the 2nd or 3 years of Long term undertaking. Employers Liability Certificate and Public Liability Certificate received. **Duly noted.**
- ii. Acceptance of existing **risk assessments**. (Reviewed by Clerk March 2024) subject to Clerk's ongoing work in 2025 to incorporate Martyn's Law. **Duly noted.**

Clerk

Clerk

54/25 cont. d.	<p>Asset Register & Reserves Register</p> <p>i. Resolved. Motion: Acceptance of existing asset register. (Reviewed by Clerk March 2025). Prps: AS. Scnd: PA. Duly approved.</p> <p>ii. Resolved. Motion: Acceptance of reserves register. (Reviewed by Clerk March 2025). Prps: AS. Scnd: AC. Duly approved.</p>																			
e.	<p>Policy Documents</p> <p>i. Resolved. Motion: Acceptance and roll over of existing policy documents, including amendments to Sinton Green Risk Assessment to account for Martyn's Law (Appendix 4). Prps: MB. Scnd: GP. Duly approved.</p> <p>ii. To set a date for review of all policies, including email-internet-and-computer-system-use-policy. It was agreed that 2 policies each will be allocated to Cllrs for amendments/final approval in September 2025.</p>	Clerk Clerk																		
f.	<p>Projects, Committees and Committee Representatives</p> <p>i. Resolved. Motion to review, amend, confirm membership. See Appendix 5. Prps: SR. Scnd: SW. Duly approved.</p>	Clerk																		
<p>55/25 Public Open Forum. Please refer to 'information provided to public', a copy is on seats and on our website. Stading orders suspended as a matter of course. No vote taken. Nil questions.</p>																				
<p>56/25 Report of the Worcestershire County Councillor – Mel Fordington</p>																				
a.	<p>May 2025 County Council election results duly noted. Congratulations and welcome extended to our new County Cllr Mel Fordington at all future meetings.</p> <table border="1" data-bbox="277 987 1070 1167"> <thead> <tr> <th>Name/Party</th> <th>Votes</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Mel FORDINGTON - Conservative</td> <td>858</td> <td>30.15</td> </tr> <tr> <td>Sebastian James SPIERS - Reform UK</td> <td>816</td> <td>28.67</td> </tr> <tr> <td>Daniel WALTON - Labour & Co-Operative Party</td> <td>735</td> <td>25.83</td> </tr> <tr> <td>Clifford HOBBS - Liberal Democrat</td> <td>251</td> <td>8.82</td> </tr> <tr> <td>Richard Henry KIMBERLEE - Green Party</td> <td>186</td> <td>6.54</td> </tr> </tbody> </table>	Name/Party	Votes	%	Mel FORDINGTON - Conservative	858	30.15	Sebastian James SPIERS - Reform UK	816	28.67	Daniel WALTON - Labour & Co-Operative Party	735	25.83	Clifford HOBBS - Liberal Democrat	251	8.82	Richard Henry KIMBERLEE - Green Party	186	6.54	
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b.	<p>Resolved. Motion to request a parish site visit to discuss outstanding issues and ongoing projects, including 'yellow stars' in Appendix 6 (confidential). Duly agreed.</p>	Clerk CCllr																		
c.	<p>Standing Item – Devolution update if any. Nil.</p>																			
<p>57/25 Report of the Malvern Hills District Councillor – Dean Clarke</p>																				
a.	<p>Updates as per confidential App.6</p>	Clerk																		
b.	<p>As a result of the annual meet of the District Council in May:</p> <ul style="list-style-type: none"> - DCllr Dean Clarke remains Chair of Audit and Standards Committee. - DCllr Daniel Walton elected Chair - DCllr Pam Cumming elected as Vice-Chair. - DCllr John Gallagher, Leader of the Council & Portfolio Holder for Resources - Cllr Jeremy Owenson, Portfolio Holder for Environment - Cllr Jennie Watkins, Portfolio Holder for Communities and Housing - Cllr David Harrison, Portfolio Holder for Planning and Flooding - Cllr Beverley Nielsen, Portfolio Holder for Economy and Tourism 																			
c.	<p>The South Worcestershire Development Plan will not be ratified until 2026. Hearing sessions (examinations in public) are taking place at this time. In due course the Inspectors will write to councils to set out their views on an interim basis. Additional information is expected in relation to Site Allocations (not local to Grimley) in Summer 2025 and further consideration may be needed thereafter.</p>																			

a.	Projects in Appendix 3 – released to Cllrs only due to confidential reports/photos. Updates as per confidential App.6	Clerk
b.	Dog fouling signs. Signs had been received by Cllr Probert and passed to Cllr Russell for installation and distribution to farmers.	Cllr Russell
c.	Seats, posts and rails, bins etc placed on Monkwood Green Common and SSSI. <ul style="list-style-type: none"> - Cllr Ayers had spoken to residents. The posts, installed by the publican, are intended for cyclists. Picnic benches, bins and metal rails have been removed. - Resolved: The Clerk was instructed to write to The Fox to thank for their cooperation and to confirm that the parish council is discussing the matter further as part of a review and, if they (the publicans) have any thoughts to please be in touch. Prps: PA. Scnd: SR. Duly approved. - Resolved: Policy for managing parish council land to be finalised asap: Working Party (closed to public) Meeting proposed for 2nd June 7pm Peace Hall. Clerk to distribute draft management policy asap. Prps: AC. Scnd: MB. Duly approved. - Cllrs and Clerk contributed to a list of who currently uses PC land. 	Clerk
d.	Litter Bin - Monkwood Green: Permission has been received to install near Monks Barn if installed. The Clerk was instructed to write to residents to notify them of the intention to place the bin on site, outside the boundary of the SSSI.	Clerk
		
	1x Super Trimline 50™ HSL Litter Bin in Black, with below ground fixing post for concreting in, metal liner & gold bin-it symbol - £289.09 +VAT	
	Atlas mobile phone masts – No update available.	
e.		
f.	Defib at Sinton Green Peace hall – access by general public and contractual requirements between Parish Council and the Community HeartBeat Trust (CHT) <ul style="list-style-type: none"> i. The Peace Hall Committee has confirmed that the wooden gate and fencing has been installed at the car park in order to maintain security and to prevent children from leaving the site when attending an event. The small side gate allows access by pedestrians at all times and is not locked. ii. The agreement between the parish council, the CHT and the Peace Hall Committee as The Host, confirms that The Host will not take any action to prevent unlimited public access to the cPAD. iii. Cllrs noted that the vehicular gate opens outwards (to avoid the slope of the car park), thereby forcing an arriving vehicle to remain in the road whilst the gate is opened, makes access by ambulances difficult and expressed concerns that the gates, although unlocked, still hindered access to the defibrillator. iv. The Clerk was instructed to write to the Peace Hall Committee to ask that the vehicular gate remain open at all times, unless the hall is booked for an event with attending children. This will also facilitate access to the defibrillator at night and ensure that the critical 3 minute window for retrieving the defibrillator is not hindered. Prps: AC. Scnd: MB. Duly approved. 	Clerk
g.		
h.	Footpath repairs Grimley approach road (near bus shelter) – to consider the quality of work by Worcestershire County Council. It was agreed that this matter can be discussed with the new County Councillor at the proposed site visit.	CCllr /Clerk

i.	Worcestershire Wildlife Trust celebration Green Farm Project , to be held at the Grimley Peace Hall, 25th June 2025, 1pm-3pm. Cllrs had received and noted the invite with thanks.	
	Worcestershire Wildlife Trust (WWT) request for parish council to re-apply for the Severn Trent connection across parish council land to Green Farm. £120 plus VAT which the WWT will reimburse. Resolved. Motion: to approve. Prps: AC. Scnd: GP. Duly approved . WWT had previously noted that:	Clerk
j.	<ul style="list-style-type: none"> i. WWT contractor has pencilled the work in for early June. ii. WWT confident that the work can be progressed even though the legal paperwork hasn't been finalised (delay is with the WWT solicitors), as we have verbal and written agreement from the Council and the family at Green Farm. iii. WWT are still waiting for guidance from their solicitors. The parish clerk has previously suggested to enter more Councillor signatures on the easement in order to remove any concerns that the solicitors might have. 	
	Mowing contract Monkwood Green. The Clerk was instructed to draft the spec and pass to Cllr Ayers for her to deliver by hand to RP, MJ and AC.	Clerk
59/25	Finance and Administration - Updates & formulate Motions not requiring written notice.	
a.	To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1. All invoices listed have been 'examined, verified and certified' by the RFO. Prps: GM. Scnd: GP	Clerk
b.	To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil.	
c.	To receive and motion to accept latest Bank Reconciliation April 2025. Prps: MB. Scnd: GM.	Clerk
d.	Clerk timesheet for inspection. Duly signed.	
e.	Annual calendar monthly inspection. Duly undertaken. Audit timetable in Appendix 7.	Clerk
f.	Government workplace pensions re-enrolment to be completed by the Clerk.	Clerk
60/25	AOB, Correspondence, Dates for Diary, Items for Future Agenda. This section is for items to note only and no financial motions can be raised in this section.	
a.	Clerk's correspondence for info.	
b.	Item for next agenda: Email website parish council policy drafting underway.	Clerk
61/25	Dates of next scheduled meeting. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please. Mon 21st May 2025, 7.30pm – Monthly meet and 'AGM' of parish council.	

Appendix 1_Payments to be made this month (April 25) and already made in the previous month (March 25) under Clerk delegation policy and Financial Regs.

Worcestershire CALC	Annual Subscription 2025 invoice 9742	£479.39 Last year was £471.09
Mr Simon Skeys	Lengthsman worksheet March 2025. Claimed from WCC – unable to do so until WCC issue contract (15/04/25)	£282.25
Mr Simon Skeys	Sinton Green Mowing April 2025 invoice 0325	£90.00
Mrs Lisa Stevens	Expenses April 2025, includes annual residents' meeting provisions.	£45.00
Nest Pensions	April payment for April wage. Clerk contribution £26.28. PC contribution £19.71	£45.99
Mrs Lisa Stevens	Monthly wage for March paid in April is £13.69 perhour = £657.12 - pension £26.28.	£630.84
HMRC Shipley	EmployER Gross National Insurance Contributions	£36.02
Lloyds Service charge	Taken out of bank account direct	£4-£5

Appendix 2 WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:

THE ANNUAL MEETING OF THE PARISH/TOWN COUNCIL

PUBLISHED NOV 2014



1. The annual meeting of the parish/town council (often erroneously called the AGM) must be held during May in each year. During an election year it must take place between the 4th day and 18th day after date of the election.
 2. The clerk must give at least 3 clear days' notice to councillors and via the public notice for the annual meeting which, like all other meetings of the parish/town council and its committees, is open to the public. Nb. Publication of dates of all meetings is made by this council in January each year.
 3. In election year, councillors – except the chair and vice-chair - cease to be in office on the 4th day after the election. The chair and vice chair remain in office until the successor is elected at the annual meeting.
 4. In election year, each member of the parish/town council must sign a declaration of acceptance of office before s/he may take part in the annual meeting or any other meeting.
 5. The person who takes the chair for the first item is the previous chairman whether or not s/he is still an elected councillor. If the previous chairman is not present, the previous vice chairman must take the chair, and if s/he is not present another councillor must volunteer to take the chair for the first item. The clerk must not take the chair.
 6. The first item of business must be the election of chairman. The person presiding for this first item will be the previous year's chairman. If they are a properly elected or co-opted councillor then the person presiding may use their personal vote, and in the event of a tie must use their casting vote as well. If they have also been nominated for the chair, they may use both their personal and their casting vote for themselves in the event of a tie. In an election year where the previous chairman has not been re-elected, they cannot use a personal vote but must use their casting vote in the event of a tie; they cease to hold office as soon as the new chairman is elected. Upon election to the chair, the new chairman must preside and the previous chairman, if no longer a councillor, must join the public.
 7. Each year, regardless of whether it is an election year, the chairman must sign a further declaration of acceptance of office form on election to the chair and before taking the chair. There is no requirement for the vice chairman to sign such a form.
 8. Agenda items must include the election of chairman as first business, and may include such items as election of vice chairman; appointment of committees and working groups, members to outside bodies; adoption of annual accounts; review of insurance, standing orders, financial regulations, scheme of delegation.
 9. The annual meeting may also undertake the business of an ordinary meeting. There is no need to have a separate ordinary meeting of the council.
 10. The minutes are adopted at the next meeting of the council - not the next annual meeting.
 11. Members must complete a register of interests within 28 days of election/co-option to the office of councillor. These should be sent to the monitoring officer, sometimes via the clerk. If re-elected, it is generally accepted that councillors need only provide changes to their register. The monitoring officer will provide the clerk with a complete copy of the register for all councillors on his/her council. It is useful for the clerk to bring this along to the annual meeting to allow individual councillors to check for any changes in their interests.
- end Appendix 2 . This guidance is in supplement to requirements within Standing Orders*

Appendix 3 - What is the General Power of Competence?

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible¹ parish and town councils. Footnote 1 An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things²:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

Footnote 2 Further discussion of the legal implications of the GPC can be found in the Local Government Association (LGA) essay 'Power to make a difference', October 2011: <http://tinyurl.com/nppcc4b>

But there are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act.

The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

<https://www.local.gov.uk/publications/general-power-competence-empowering-councils-make-difference>

-end appendix 3 -

Appendix 4 – Parish Council Policy Documents for roll over adoption

	<i>Title</i>	<i>Year last updated</i>	<i>Published on website?</i>
Core documents	Annual budget for this financial year	Jan 2025	Minutes
	Standing Orders of the Parish Council - May 2025 new model reg amendments published by NALC	March 2025	Yes
	Financial Regulations - May 2025 new model reg amendments published by NALC.	May 2025	Yes
	Summary of powers and duties of a parish council	WCALC publication	To be done
	List of Reserves	March 2025	Yes
	List of Assets	March 2025	Yes
	Risk Assessments – being updated March – May 2025 to include Martyn’s Law. Clerk also undertaking a review of corporate risks.	Feb 2024.	Yes in part
GDPR	GDPR Data Protection Policy & Information Security Policy And the following supporting policies..... - Privacy Notice – How we store your personal information and why. - Consent Form - Subject Access Request Procedure - Freedom of Information – documents available for publication and costs - Document/Data Retention Policy	Feb 2024	Yes
Meetings & Residents	S137 & Grants Policy, including grant to religious orgs.	May 2024	yes
	Public Open Forum Policy	March 2024	yes
	Information provided to the public at each meeting	March 2024	yes
	Planning Response Policy	May 2024	yes
	Biodiversity Policy	Jan 2023	yes
	Community Engagement Strategy	Dec 2023	yes
	Press and Social Media Policy, including website and email policies	March 2025	Not yet
	Website Accessibility Statement – <i>relevant for old website only.</i>	Feb 2024	yes
	Parish council resident welcome leaflet	2022	Too large a file
	Monkwood Green Commoners Association Terms of Ref	2022	No
	Monkwood Green five year rolling plan and tree survey	2023	No
	Management of parish council owned land - draft	Not yet adopted	
Staff & Cllrs	Code of Conduct, including reminder of the NOLAN principles. - May 2025 new model reg amendments published by NALC	March 2025	Yes
	List of committee reps – <i>being reviewed at this meeting</i>	March 2024	Yes
	Dispensation request form & Dispensation request procedure policy	March 2024	
	List of existing dispensations awarded to existing councillors	Monthly	FOI only
	Co-option Policy	March 2024	No
	Staffing Committee Terms of Ref Includes guidance on STAFF APPRAISAL, Guidance on STAFF SICKNESS ABSENCE, Guidance on STAFF ANNUAL LEAVE AKA Protocol for the Formation, Operation and Closure of Working Groups/Committee meetings	Feb 2024	yes
	Delegation to the Clerk policy – read alongside Financial Regulations	March 2025	No
	Training Policy (member and staff)	To be written	
	Expenses Policy – read alongside Financial Regulations	March 2025	No
	Grievance Policy (staff)	March 2024	No
	Harassment and bullying Policy	March 2024	No
	Disciplinary Procedure (staff discipline procedure)	Jan 2024	No
	Complaints Procedure (Resident and Electors)	March 2024	Yes
	Equal opportunities Policy	May 2024	Yes
	Home Working Policy	March 2024	No
	Lone Working Policy	Jan 2024	No.
	Health and Safety Policy	May 2024	No
	Attendance Register	Jan 2025	No
	Gifts and Hospitality	May 2024	Yes

Appendix 5 - COMMITTEE MEMBERSHIP 2025/2026

Committee/Working Party	Members	Terms of Ref?
Over-seeing Finance/Audit x 3 members	Redacted to protect bank signatories	Financial Regulations reviewed April 2025
Staffing Committee x 3+ members	Cllr Adam Collett, Cllr Matt Boyle Cllr Pam Ayers, Cllr Simon Russell Cllr Sue Wilson	Yes, Terms of Ref in place.
Complaints and Grievance Panel x 3+ members	Cllr Geoff Probert, Cllr Georgie Moore Cllr Matt Boyle, Cllr Sue Wilson	Grievance Policy (Staff) & Complaints Policy (MoP)
Appeals Panel x 3+ members	Cllr Adam Collett, Cllr Andy Sinclair Cllr Pam Ayers, Cllr Simon Russell	Reference to sections in the Grievance Policy (Staff) & Complaints Policy (MoP)
Peace Hall Committee x 1 member	Cllr Pam Ayers	<i>Non-voting position. Peace Hall terms of ref.</i>
Planning and Enforcement Committee	All parish cllrs at all times.	Planning response policy
Church Maintenance liaison officer x 1 member	Cllr Robin Woodhouse	<i>Public relations only. Not a working party or committee.</i>
Commons and SSSI Management Committee (Monkwood Green) x 4 members	Cllr Adam Collett ## Cllr Geoff Probert Cllr Pam Ayers ## Cllr Sue Wilson ## (Clerk as separate admin support)	Reference to existing five year management plan and the annual mowing/grazing schedule. <u>Also ref to:</u> Managing Activities on Parish Council Owned Land Policy.
Monkwood Green COMMONERS Association x 3 members	Cllr Adam Collett ## Cllr Pam Ayers ## Cllr Sue Wilson ##	Monkwood Green Commoners Association Terms of Ref. (Clerk as separate admin support)
Sinton Green Management Committee x 3+ members	Cllr Adam Collett, Cllr Geoff Probert Cllr Matt Boyle, Cllr Robin Woodhouse ##	Managing Activities on Parish Council Owned Land Policy draft
Grimley Smaller Charities x 1 member	Cllr Robin Woodhouse ##	Public relations only. Non voting position. Terms of Ref of the charity.
Lengthsman support and rep x 1 member	Cllr Robin Woodhouse	As per Lengthsman contracts. Assistance of Clerk.
Footpaths Officers <i>and support for 'County Council Sponsored Footpaths Officer'</i>	Cllr Andy Sinclair (MWGreen and wider parish) Cllr Georgie Moore (Grimley) Cllr Matt Boyle (Worlds End and Sinton) Cllr Pam Ayers (MWGreen) Cllr Robin Woodhouse (Parish) Cllr Simon Russell (Grimley and wider parish)	Lengthsman agreement (schedule 2) has a section of agreement with regard to parish council maintenance of footpaths and RofW.
Defibrillator monthly inspection unlimited members	Cllr Matt Boyle (Sinton) Cllr Pam Ayers & Cllr Sue Wilson (MWGreen) Cllr Simon Russell (Grimley)	The Community Heartbeat Trust (CHT) Terms & Conditions 2022
Climate emergency panel x 1 member	Cllr Andy Sinclair	Grimley Parish Council Emergency Declaration FINAL one page Nov 2022
Parish magazine monthly report x 2 persons	Clerk and Cllr Adam Collett	<i>Public relations only. Not a working party or committee.</i> Ref to Community Engagement Strategy.
Ditch and water management working party X 4+ persons	Cllr Geoff Probert Cllr Robin Woodhouse Cllr Simon Russell Cllr Sue Wilson # (and Cllr Adam Collett # as required)	Ref to Working Party Policy. Primary aim: fact finding and advice to full council in respect of water features/ditches /drains and flooding within the parish. Liaising with land owners, establishing good relations and cooperation.

Appendix 6 – Items/projects on parish council watchlist **CONFIDENTIAL last updated 06/06/2025**

Removed from public copy

Appendix 7 - Audit timetable for information

Between 1 April and 30 June

Step 1a – The Accounting Statements (section 2) are prepared 1st draft by the RFO.

Step 1b – 29th April – 23rd June - All accounts to the internal auditor - receive back 23rd **June 2025**

Step 2 – On 23rd June 2025 - a meeting of the parish council will be held at which

Sept 2.1 – (Minute ref 23062025_9 step2.1) - The Annual Internal Audit report is received and noted Sept 2.2 – (Minute ref 23062025_9 step 2.2) - The annual Governance Statement (Section 1) is considered and approved but not signed. with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified and includes the authority's website address, where other information not forming part of the annual governance statement but required by the Transparency Codes may be found.

Sept 2.3 – (Minute ref 23062025_9 step2.3) - The Accounting Statement (Section 2) are received by the parish council, the Clerk as RFO asserts that she has signed these before the meeting and are considered and approved by the full council (but not signed.)

~~Sept 2.4 – The certificate of exemption approved (NA for 2025)~~

~~Then as an entirely separate item on the same agenda~~

Step 3 – (Minute ref 23062025_10 step3) - Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement and the Chair signs the Accounting Statements

Step 4 – (Minute ref 23062025_10 step4) - The Clerk as RFO sets the commencement date for the exercise of public rights (June – August 2025)

~~Step 5 – The Certificate of Exemption is signed by the RFO and Chair (NA for 2025)~~

Step 6 – Before 27th June 2025, all documents are published on the **parish council website** and accounts and notice of public rights are published on the **physical parish noticeboards**.

ie this must be before the commencement of exercise of public rights, which for Grimley will be 27th June 2025.

Nb copies of: documents **a through to i** as above in List 3 Basic Level Review (which includes in 'f2' the declaration that the accounting statements are as yet unaudited)

AND the **name and address of the External Auditor**

AND all documents associated with the **transparency code no later than 1st July**: Nb.

- all items of expenditure above £100; (date the expenditure was incurred, summary of the purpose of the expenditure, amount and. VAT details)

- list of councillor or member responsibilities (names of all councillors, committee or board membership and function (if Chairman or Vice Chairman), and representation on external local public bodies (if nominated to represent the authority or board) of each councillor or member.)

- the details of public land and building assets (description (what it is, including size/acreage), location, owner/custodian, date of acquisition (if known), cost of acquisition (or proxy value), and present use).

- Minutes, agendas and meeting papers of formal meetings.

Step 7 – Before Tuesday 1st July 2025, the parish council sends **completed audit documents to the External Auditor**, including all documents **a through to i** as per List 3 Basic Level Review

Step 8 – Before 1st October 2025. Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including a completed Section 3 will be returned to the authority. The authority must then ensure publication on its website (or another suitable website) not later than 30 September of the complete Annual Governance and Accountability Return, comprising Sections 1, 2 and 3, including notice of the conclusion of audit and any amendments made to the accounting statements as a result of the limited assurance review.

Dates of public rights:

A period of 30 working days set by the smaller authority and including the first 10 working days of July. For Grimley PC - Commencing on Friday 27th June 2025. End on 7th August 2025. Date of notice: no later than 26th June 2025.

Contact the parish clerk if you would like to receive agendas or minutes by email.

Parish Clerk & RFO: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.

Tel: 01905 820956 / 07950256363 parishclerk@grimley-pc.gov.uk <https://grimley-pc.gov.uk>

Notes to minutes – Terms

- Once approved, the Motion/decision is called a "resolution"
- **Resolved** – Where a decision is made about a Motion.
- **Duly Approved** – Motions where a formal vote took place, accepting the Motion.
- **Duly Accepted/Agreed** – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed. Usually for non-financial matters or for items already agreed as part of an existing budget.
- **Declined** – Motion where a formal vote took place, with the Motion rejected.
- **Duly Noted** – Information not requiring a vote.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

Requests for this information in other languages/audio/large print will be reasonably considered.

Please take a moment read the council's privacy notice (on our website), which explains how we use and look after your information and your rights. This document is available via the website above, searching 'G' for Grimley and then selecting 'publications'.