



EDITH WESTON PARISH COUNCIL

4 Normanton Cottages, Empingham Road,

Normanton, Rutland, LE15 8RW

29 April 2022

Dear Council Member

The Annual Parish Meeting of Edith Weston Parish Council is to be held on **Thursday 5 May 2022** at 6pm, in the Village Hall. The Agenda is set out below.

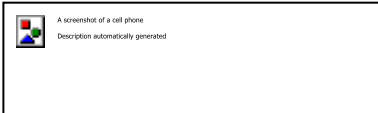
We will be holding this meeting in the Village Hall and the following guidelines must be adhered to:

- **Please use the hand sanitiser provided on entry and exit from the building.**
- **Face coverings are provided.**
- **Social distancing should be adhered to at all times.**

It would be advisable to take a Lateral Flow Test before attending the meeting.

Cathie Gwilliam

Cathie Gwilliam
Clerk to the Council



AGENDA

078/22.	Election of Chair	JS
079/22.	Election of Vice - Chair	JS
080/22.	Apologies:	CG
081/22.	Declarations of interest in items on the agenda. Cathie Gwilliam, Clerk - Item 068/22 Review of Clerks Contract of Employment	Chair
082/22.	Matters arising from the last Annual Parish Meeting held on 6 May 2022.	CG
083/22.	To review and confirm Committees <ul style="list-style-type: none">• Neighbourhood Planning Committee	Chair

	<ul style="list-style-type: none"> • SGB Committee 	
084/22.	<p>To review and adopt Governance Documents for 2021/22. Policy documents can be found on the website by following this link:</p> <p>https://www.edithweston.com/edith-weston-parish-council-gove.html</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Grants and Donations Policy • Risk Assessment • Asset List • GDPR Data Policy • Media Policy • Clerks Contract of Employment and Job description <p>Also for review and renewal approval - Insurance Policy</p>	Chair
085/22.	Chairman's report	Chair
086/22.	<p>Annual Governance and Accountability Sections 1 and 2. Please See Appendix A PDF attached separately</p> <ul style="list-style-type: none"> • Section 1 – Annual Governance Statement 2021/22 <p>Review and Approval</p> <ul style="list-style-type: none"> • Section 2 – Accounting Statements 2021/22 <p>Review and Approval</p> <ul style="list-style-type: none"> • Annual Financial Report. Please see Appendix B attached separately <p>Review and Approval</p> <ul style="list-style-type: none"> • Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Please see Appendix C <p>Review and Approval</p>	
087/22.	Public Open Forum	Chair

EDITH WESTON PARISH COUNCIL

Minutes of the Annual Parish Meeting of the Edith Weston Parish Council (EWPC) held on Thursday 6 May 2021

Attendance: Paul Boggust (PB) – Chair , Julie Gray (JG) Vice Chair, Juliette Stuttard (JS) , Helen Wood (HW), Cathie Gwilliam (CG) - Clerk, Gary Rutherford (GR) - Military Liaison, Peter Coe (PC), Neil Farmer (NF), Andrew Lunn (AL)

Visitors: 3 members of the public including County Councillor Ken Bool (KB) and Gale Waller (GW)

50/21 Election of Chair

Julie Gray offered to step forward in the absence of any other takers.

Proposed: PC
Seconded: HW

Resolved. Appointed by unanimous vote

JG thanks PB for his hard work over the last 18 months.

51/21 Election of Vice - Chair

Juliet Stuttard offered to step forward in the absence of any other takers.

Proposed: PC
Seconded: HW

Resolved. Appointed by unanimous vote

52/21 Apologies

None

53/21 Declarations of interest in items on the agenda.

Cathie Gwilliam, Clerk - Item 56/21 review of Clerks Contract of Employment

Cathie Gwilliam, Clerk – Item 69/21 2020 pay award back pay and new standing order

54/21 Matters arising from the last Annual Parish Meeting held on 24 August 2020.

- Risk Assessment

Adoption of this would be postponed until a suitable alternative could be found and included in the assessment, should the Village Hall become unavailable for meetings.

This was resolved in the revised document reviewed and approved by council on 30 March 2021.

- GDPR Data Policy

It was noted a minor amendment needed to cover councillor's personal information

Revised document to be approved in item 56/21 below.

55/21 To review and confirm Committees

- Neighbourhood Planning Committee

Proposed: JS

Seconded NF

Resolved. To continue with PC, JG and AL as the committee and PC to become chair until the next Annual Meeting.

- SGB Committee

Proposed: PC

Seconded: HW.

Resolved. To continue with JG as Chair with JS and PC as the committee until the next Annual Meeting.

56/21 To review and adopt Governance Documents for 2021/22.

- Standing Orders

Proposed: JG

Seconded: HW

Resolved. Adopted

- Financial Regulations

Proposed: JS

Seconded: JG

Resolved. Adopted

- Grants and Donations Policy

Proposed: HW

Seconded: JS

Resolved. Adopted

- Risk Assessment

Resolved. Approved March 2021

- Asset List

Resolved. Approved March 2021

All documents can be found at

<https://www.edithweston.com/edith-weston-parish-council-gove.html>

- Insurance Policy

Resolved. Defer until renewal quote received and reviewed at that point.

- GDPR Data Policy

Proposed: JG

Seconded: HW

Resolved. Adopted

- Media Policy

Proposed: NF

Seconded: JS

Resolved. Adopted

- Clerks Contract of Employment and Job description

Proposed: JG

Seconded: HW

Resolved. Adopted

57/21 Chairman's report 2020/21

Please see **Appendix A**

58/21 Annual Governance and Accountability Sections 1 and 2. Please See **Appendix B** PDF attached separately

- Section 1 – Annual Governance Statement 2020/21

Resolved. Each Statement was reviewed and unanimously approved.

- Section 2 – Accounting Statements 2020/21

Proposed: JG

Seconded: JS

Resolved. Approved by unanimous vote

- Annual Financial Report. Please see **Appendix C** attached separately

Proposed: NF

Seconded: HW

Resolved. Approved by unanimous vote

- Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Please see **Appendix D**

CG detailed that this will be achieved by putting all documentation, invoices and bank statements on the website in the same way as last year

Proposed: PC

Seconded: NF

Resolved. Approved by unanimous vote

59/21 Public Open forum

Les Allen – What is EWPC view of the MP's comments in the local press regarding SGB?

EWPC have not written to MP regarding Alicia Kearns comments on doing everything she can o get funding to make sure SGB happens regardless of her previous stance of not being able to get involved in planning matters.

Action. EWPC to draft a letter to her.

Gale Waller – Offering to do a zoom presentation regarding the Rutland Conversation consultation to Edith Weston and Normanton parish residents.

Action. EWPC will put together a selection of dates and publicise it in the next newsletter.