

Grosmont Community Council Cyngor Cymuned Grosmont

6th May 2025

To Members of the Council, you are hereby summoned to attend the

Annual Meeting
and
Monthly meeting of the Council

To be held on **Tuesday 13th May 2025 at 7:30 pm at St Nicholas Church**

Michaela Chaplin
Clerk to the Council

Members of the public and press are welcome to attend to observe proceedings. Documents referenced on the agenda may be obtained from the Clerk prior to the meeting by emailing grosmontcouncil@hotmail.com

Members of the public may take the opportunity to ask questions, make representation and give information on any item on this agenda by either speaking to the Chair or Clerk prior to the meeting or raising a hand.

Agenda for Annual Meeting

1. To receive apologies for absence.
2. To receive declarations of interest from Members.
3. To receive the Chairs report for 2024/25.
4. To appoint a Chair for 2025/26 and receive the Chair's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
5. To appoint a Vice-Chair for 2025/26 and receive the Vice-Chair's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
6. To adopt the Members Code of Conduct.
7. To consider the need for Committees and, where appropriate, to elect Members to Committees.
8. To elect Members to represent the Council on external bodies –
 - a. One Voice Wales Monmouthshire Area Committee
 - b. Any other bodies
9. To consider the Income and Expenditure Report and Bank Reconciliation for 2024/25 and any issues arising therefrom.

10. To consider adoption of the following –
 - a. Standing Orders
 - b. Financial Regulations
 - c. Risk Management Strategy and Risk Register
 - d. Document Retention and Disposal Policy
 11. To agree meetings of Council that will consider applications for financial assistance, and discuss policy for awarding grants
 12. To consider financial arrangements for 2025/26
 - a. Bank and Bank signatories
 - b. Internal Auditor
 13. To consider the Internal Auditor's Report, the Annual Return and Annual Governance Statement in respect of the following years accounts
 - a. 2021/22
 - b. 2022/23
 - c. 2023/24
 - d. 2024/25
 14. To review the Fixed Asset Register.
 15. To receive the Clerk's Report on Member Remuneration in 2025/26
 16. To determine the dates and times of future Monthly Council meetings for 2025/26.
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Agenda for Monthly Meeting

1. To accept apologies for absence.
2. To receive any declarations of interest.
3. Update on new Clerk/RFO
 - a. Laptop and software
 - b. Contract
 - c. Hours
 - d. Attendance at SLCC Bootcamp to be held on 16th July 2025 (information attached)
4. To approve the minutes of the meeting held on Tuesday 4th March 2025 (copy attached)
5. To consider matters arising from the minutes of the meeting held on Tuesday 4th March 2025
6. To discuss Policing Matters within the Community
7. To consider the progress of the work relating to the Town Hall project
8. To discuss Grosmont Online
9. Matters Pertaining to Finance
 - a. Approve Scribe accounting (attached)
 - b. To confirm budget for 2025/26
 - c. Approve payment list
10. To receive the Clerks report
11. To discuss the roads in and around Grosmont
12. To discuss footpaths
13. To receive items of correspondence
14. To receive reports from Members in relation to Outside Bodies
15. To consider passing a resolution that further to subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following items by virtue of the nature of the business to be transacted.
16. To discuss any matters arising from the minutes of a confidential nature
17. To consider any reports relating to health and safety
18. To confirm the date, time and venue of the next Monthly Council meeting;
 - Monthly Council Meeting Tuesday 10th June 2025 7:30 pm St Nicholas Church