



**PARISH OF GROBY  
NOTICE OF PARISH COUNCIL MEETING**

I hereby give notice that the **ANNUAL MEETING** of the **Parish Council** of the above-named Parish will be held at the **Parish Council Office, Leicester Road, Groby**  
on

**Monday 20<sup>th</sup> May 2024 at 7.00pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder.

Parishioners and Press are most welcome to attend

Sue Hackett  
Clerk to the Council

15<sup>th</sup> May 2024

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**AGENDA**

**1. Election of Chairman**

To receive nominations, election of the Chairman and to receive the Declaration of Acceptance of Office

**2. Election of Vice Chairman**

To receive nominations, election of the Vice Chairman and to receive the Declaration of Acceptance of Office

**3. To receive apologies for absence and to record absences**

**4. To receive any disclosure of interests from members to any matter pertaining to the agenda and to receive requests for dispensations**

**5. Minutes**

To approve the minutes of the Meeting of Groby Parish Council held on 8<sup>th</sup> April 2024

**6. Public Participation**

To allow members of the public to make representations in respect of the items listed on this agenda

**7. To receive the Police report**

**8. To receive a report from the County Councillor**

**9. To receive a report from the Borough Councillors**

**10. Clerk's Report**

To receive updates from the Parish Clerk on matters not covered elsewhere on the agenda

- i. Available Councillor Training Sessions

**11. Code of Conduct** - To review, agree and adopt the Code of Conduct

**12. Respect and Civility Pledge** - To consider re-confirmation of the Respect and Civility Pledge

**13. Standing Orders** - To review, agree and adopt Council's Standing Orders

**14. Terms of Reference** - To review, agree and adopt the Terms of Reference for Committees:

- i. Estates Committee
- ii. Finance & General Purposes Committee
- iii. Planning & Development Committee
- iv. Staffing Committee
- v. Groby Neighbourhood Plan Steering Group
- vi. Public Interest Report Committee
- vii. GP Surgery Committee
- viii. D-Day 80<sup>th</sup> Anniversary Event Committee

**15. Appointment of Committees** - To consider the membership of Committees for 2024-2025:

- i. Estates Committee
- ii. Finance & General Purposes Committee
- iii. Planning & Development Committee
- iv. Staffing Committee
- v. Groby Neighbourhood Plan Steering Group
- vi. Public Interest Report Committee
- vii. GP Surgery Committee
- viii. D-Day 80<sup>th</sup> Anniversary Event Committee

**16. To consider the formation of an Environment Committee, adoption of Terms of Reference and appointment of members to the Committee**

**17. Appointment of Representatives to Outside Bodies**

- i. Leicestershire & Rutland Association of Local Councils (LRALC)
- ii. Groby Quarry Liaison Committee
- iii. Landfill Liaison Committee
- iv. Leicestershire Playing Fields Association
- v. Sacheverell Trust
- vi. Thomas Herbert Smith Trust Fund
- vii. Heritage Warden
- viii. Tree Warden(s)

## 18. Calendar of Meetings

To approve the Schedule of Meetings for 2024-2025

## 19. Finance & General Purposes Committee

- i. To receive and note the approved minutes from the meeting held on 2<sup>nd</sup> April 2024
- ii. To receive and note the draft minutes from the meeting held on 13<sup>th</sup> May 2024

**To receive recommendations from the Finance & General Purposes Committee from the meeting held on 13<sup>th</sup> May 2024:**

- iii. To nominate Councillors to review quotations received for the provision of a “.gov.uk” domain name, new Council website and e-mail service
- iv. To review Financial Regulations and consider advice received
- v. To review, agree and adopt the revised Financial Risk Assessment
- vi. To review, agree and adopt the Business Continuity Plan without amendment
- vii. To review and approve the Asset Register for year-ending 31<sup>st</sup> March 2024
- viii. To confirm the arrangements for insurance cover
- ix. To review, approve and sign the Statement of Internal Control without amendment
- x. To receive and note Income & Expenditure Report and EMR Report for year-ending 31 March 2024
- xi. To receive and note the verified bank reconciliation for March 2024
- xii. To receive and note the Income & Expenditure Report and EMR Report to 26<sup>th</sup> April 2024
- xiii. To approve payments of accounts and to note income

## 20. To confirm bank account signatories and authorise online banking

## 21. To review Council Subscriptions & Direct Debit Instructions

## 22. To confirm Emergency Key Holders

## 23. Correspondence

To receive, note and consider correspondence to the Council, including:

1.	Groby Allotment Society	Annual Report 2023/24	Council to note
2.	LRALC	LRALC Newsletter (previously circulated by e-mail to all members)	Council to note
3.	Severn Trent	Flood Alleviation Project – Tree Maintenance Agreement	Council to discuss
4.	Parish Councillor	Request for a Freedom of Information Internal Review	Council to discuss
5.	Leicestershire County Council	Update on Freedom of information Request regarding watercourse	Council to note
6.	Sacheverell Charity	Annual Accounts	Council to note

**24. Estates Committee**

To receive and note the approved minutes from Estates Committee meeting held on 21<sup>st</sup> March 2024.

**25. D-Day 80<sup>th</sup> Anniversary Event Committee**

- i. To receive and note the approved minutes from the D-Day 80<sup>th</sup> Anniversary Event Committee meetings held on 14<sup>th</sup> March and 18<sup>th</sup> April 2024.
- ii. To receive an update from the Committee meeting held on 7<sup>th</sup> May 2024.

**26. Planning and Development Committee**

To receive and note the approved minutes from the Planning & Development Committee meetings held on 26<sup>th</sup> March and 23<sup>rd</sup> April 2024

**27. Staffing Committee**

- i. To receive and note the approved minutes from the Extraordinary Meeting of the Staffing Committee held on 25<sup>th</sup> January 2024
- ii. To receive and note the draft minutes from the Staffing Committee meeting held on 9<sup>th</sup> May 2024.

**To receive recommendations from the Staffing Committee meeting held on 9<sup>th</sup> May 2024:**

- iii. To adopt a Body Worn Camera Policy
- iv. To approve Protected Learning Time for the Clerk and Deputy Clerk

**To resolve to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters**

- v. To approve providing all employees with access to an Employee Assistance Programme at a maximum cost of £450 per annum.
- vi. To receive and consider a recommendation report from the Staffing Committee following conclusion of an external investigation of a complaint

**28. To confirm the date and time of next meeting**