

# ALVELEY AND ROMSLEY PARISH COUNCIL

Clerk to Alveley and Romsley Parish Council:  
Mrs Chloe Martin

7 Dadford View  
Brierley Hill  
Dudley  
West Midlands  
DY53SX

Email: [arclerk229@gmail.com](mailto:arclerk229@gmail.com)

RFO to Alveley and Romsley Parish Council:  
Mr David Rawlinson

43 Church View Gardens  
Kinver  
Stourbridge  
West Midlands  
DY7 6EE

Email: [rfo@alveleyandromsleypc.org.uk](mailto:rfo@alveleyandromsleypc.org.uk)

---

Dear Councillor:

You are hereby summoned to attend a **Meeting of the Parish Council of Alveley and Romsley** to be held on **Tuesday, 6<sup>th</sup> June 2023 at Pavilion, Daddlebrook Road, Alveley** which will commence at 19.45 pm preceded by an open forum at 19.30 p.m. in order to conduct the following business enclosed on the agenda below. The Press and public are welcome to attend.

Signed:



Date: 24.05.2023

---

## AGENDA

### **32/23 Chairman's Welcome, Announcements and Open Forum**

This is a Public Meeting, and the press and public are welcome to attend and are invited to address the Council.

### **33/23 Present, apologies or absent.**

### **34/23 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.

### **35/23 Minutes**

- a. **To approve the Minutes of the Parish Council Meeting held on the 2<sup>nd</sup> of May 2023** (Appendix One).
- b. **To receive the minutes of the Staffing Committee meeting on 16th June 2023** (Appendix Six) - The Parish Council is requested to endorse the attached minutes.

### **36/23 REPORT FROM SHROPSHIRE COUNCILLOR**

To receive an update regarding actions taken concerning the prolonged absence of the district council. An item of correspondence in relation to the prolonged absence of councillor Lynch – see Appendix Four.

# ALVELEY AND ROMSLEY PARISH COUNCIL

## 37/23 Annual Governance and Accountability Return 2022/23

To receive an update on the Audit progress for the year 2022/23.

## 38/23 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

Planning Applications received – to make recommendations to Shropshire Council

Reference	23/02007/DIS
Alternative Reference	PP-12147314
Application Validated	Thu 11 May 2023
Address	Barns Adjacent Allum Bridge Alveley Shropshire
Proposal	Discharge of Condition 3 (Drainage arrangements) associated with planning application number 22/04834/FUL
Status	Granted
Decision	Discharge Conditions Approved
Decision Issued Date	Wed 17 May 2023
Appeal Status	Unknown
Appeal Decision	Not Available

### Appeal Decision

- a) Planning Applications received since the agenda closed and council is to make recommendations to Shropshire Council
  - b) Planning Decisions received from Shropshire Council
- No planning decisions have been received.
- c) Planning Decisions received from Shropshire Council since the Agenda closed

### To note

- i. Other planning matters for information only – to note:

## 39/23 Cooks Cross

To receive a verbal update on the progress of the resurfacing at Cooks Cross.

## 40/23 Planter Plaque

- a. To discuss the replacement plans for the plaque in Alveley.
- b. To discuss the replacement plans for the plaque in Romsley.
- c. To set a budget for the maintenance of the planters.

# ALVELEY AND ROMSLEY PARISH COUNCIL

## **41/23 Bench for the Recreational Centre and at Buttercross.**

To discuss the cost of replacing the bench.

Product	Size	Cost
Turnberry 3-Seater Bench	150x92x59cm	£289.00 (inc VAT) £240.83 (exc VAT)

## **42/23 Review of inventory of land and assets including office equipment and confirmation of arrangements of insurance cover in respect of all insurable risks**

### **43/23 Insurance Renewal**

To decide whether to continue to use Gallagher Insurance provider after the renewal date on the 1<sup>st</sup> of August 2023.

### **44/23 Climate Emergency**

To discuss the council's strategy for combating climate change.

### **45/23 Green grant documents (Appendix Five).**

To review the documents created and accept them as the official form to apply for a green grant.

### **46/23 Place plan and neighbourhood planning (Appendix Six).**

To review the information regarding the neighbourhood plan from Shropshire Council.

### **47/23 Chairmans allowance**

To decide on the amount that will be granted for the chairman's allowance.

### **48/23 Policies outstanding that need to be reviewed**

- a. Data Protection policy (Appendix Two) – to review the policy and decide if changes or updates are needed.
- b. Complaints policy and procedure – to review the policy and decide if changes or updates are needed.

### **49/23 Tree Protective Orders**

### **50/23 Co-option**

To decide how to advertise the vacancies on the council and to suggest any individuals to be contacted to ask their interest in the position.

### **50/23 FINANCIAL REPORTS – attached as a separate document.**

- i. Financial Report.
- ii. **Grant application for Alveley Recreations** - to discuss the contribution to the coronation events thrown by Alveley Recreations.

### **51/23 The review of terms of reference and membership of committees and working groups.**

### **52/23 Discussion on a nominated lead Councillor for key areas e.g. website, social media, finance etc.**

# ALVELEY AND ROMSLEY PARISH COUNCIL

**53/23 ITEMS FOR FUTURE MEETINGS** – to enable councillors to bring items to discuss for future meetings.

**54/23 To Confirm the date of the next meeting.**

The next meeting of the Parish Council will be the Annual Parish Council meeting to be held on Tuesday 4<sup>th</sup> July 2023, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

# ALVELEY AND ROMSLEY PARISH COUNCIL

Appendix One – Draft Minutes

**Minutes of the Monthly Meeting of the Parish Council held on Tuesday 2<sup>nd</sup> of May 2023 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm**

**Present:** Cllr P Whale, Cllr J Taylor, Cllr C Brown, Cllr C Taylor, and Cllr R Narburgh.

**In Attendance:** C Martin (Parish Clerk).

Cllr Brown was nominated to chair this meeting.

## **13/23 TO ELECT THE CHAIRMAN OF THE COUNCIL.**

Cllr Whale proposed Cllr Jakeman to be the chairman of the council, this was seconded by Cllr Narburgh and agreed unanimously.

## **14/23 TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE.**

**The chairman will sign the relevant paperwork at the next meeting.**

## **15/23 TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL.**

Cllr Brown proposed for Cllr Whale to be the vice-chairman of the council, this was seconded by Cllr Narburgh and agreed unanimously by the council.

## **16/23 OPEN FORUM.**

Two members of the public were present from the WI.

Proposed by Cllr C Taylor and seconded by Cllr Whale to move the agenda item up.

**29/23 b.** The clerk summarised the form, Cllr Brown proposed to grant the proposed sum to the WI this was seconded by Cllr Whale and agreed unanimously by the council.

## **17/23 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies have been received from Cllr Potter, Cllr Dawson, Cllr Jakeman and Cllr Voysey.

The clerk informed the council that she had received a resignation from Cllr P Barker. Cllr Barkers resignation was noted by the council. The council discussed the advertisement for both vacancies that are currently available in the council, it was suggested that the advertisements for co-option should be made together if the vacancy for Cllr Barker was unfulfilled. Cllr Brown proposed that the clerk should investigate if the vacancies would need to be advertised together or if they must be done separately, this was seconded by Cllr Taylor and agreed unanimously by the council.

## **18/23 TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.**

Cllr Brown declared a pecuniary interest she will receive a reimbursement for supplies from the annual meeting in the schedule of payments.

## **19/23 TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE.**

# ALVELEY AND ROMSLEY PARISH COUNCIL

Cllr Brown proposed that this item is to be deferred to the next meeting as the chairperson should be allowed to input their needs, this was seconded by Cllr Whale and agreed unanimously by the council.

## **20/23 TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY 4<sup>TH</sup> APRIL 2023**

Cllr Whale proposed to accept the minutes as a true record of the meeting, this was seconded by Cllr C Taylor and agreed unanimously by the council.

## **21/23 TO CONFIRM THAT THE PARISH COUNCIL IS ELIGIBLE TO EXERCISE THE GENERAL POWER OF COMPETENCE.**

The clerk updated the council on this issue and they noted that the council still has general power of competence as this is done during the election year, so the council will keep the power of competence at the time being.

## **22/23 TO REVIEW TERMS OF REFERENCE, MEMBERSHIP AND DELEGATION TO COMMITTEES.**

Cllr Brown proposed that they be differed to the next meeting when there are more people present, this was seconded by Cllr Taylor and agreed unanimously by the council.

## **23/23 TO CONSIDER URGENT PARISH MATTERS**

(i) Councillor vacancies and co-option requirements.

Cllr Haddons vacancy was not filled and the council is to put a vacancy for co-option on the councils facebook site and the council website.

Colin Taylor proposed to look into protocol for the co-option the vacancy, this was seconded by Cllr Brown and agreed unanimously by the council.

(ii) Budget for village planters

Cllr Whale updated his research into costs and his planned meeting with Margret Shaw to discuss what is required for the village planters. Cllr Whale will report back to the council with a proposed budget and further information including ways of watering the planters remotely.

## **24/23 CORONATION AFTERNOON TEA**

Cllr Brown updated the council on the progress of the Coronation afternoon tea. Cllr Brown proposed that the council accept the afternoon tea plan and budget, this was seconded by Cllr Taylor and agreed unanimously by the council.

## **25/23 GREEN GRANT**

Cllr Brown summarised the plan for the green grant that was proposed in the financial meeting. Cllr Brown informed the council that she will provide supporting documentation to the council so they can formally review and accept it in the next meeting.

## **26/23 ROMSLEY PARISH MEETING**

Cllr Narburgh proposed that the meeting date be set to Monday 15<sup>th</sup> of May, this was seconded by Cllr Brown and agreed unanimously by the council. The clerk was asked to contact Margret Shaw to book the venue.

## **27/23 TO AGREE THE DATES FOR FUTURE COUNCIL MEETINGS (JUNE 2023 – MAY 2024)**

# ALVELEY AND ROMSLEY PARISH COUNCIL

Meeting dates are proposed to be as follows;

- Tuesday the 6<sup>th</sup> of June 2023
- Tuesday the 4<sup>th</sup> of July 2023
- Tuesday the 5<sup>th</sup> of September 2023
- Tuesday the 3<sup>rd</sup> of October 2023
- Tuesday the 7<sup>th</sup> of November 2023
- Tuesday the 5<sup>th</sup> of December 2023
- Tuesday the 9<sup>th</sup> of January 2024
- Tuesday the 6<sup>th</sup> of February 2024
- Tuesday the 5<sup>th</sup> of March 2024
- Tuesday the 2<sup>nd</sup> of April 2024
- Tuesday the 7<sup>th</sup> of May 2024

Cllr Brown proposed to accept the proposed meeting dates, this was seconded by Cllr Narburgh and agreed unanimously by the council.

## **28/23 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS**

1. Planning Application received – none at this stage.
2. Planning Applications received since the Agenda closed - Council to make recommendations to Shropshire Council.
3. Planning Decisions received from Shropshire Council – none at this stage.
4. Planning Decisions received from Shropshire Council since the Agenda closed -to note.
5. Other planning matters for information only.

Clerk updated the council that she reported the issue that was requested by the Roundhouse at the previous meeting.

## **29/23 FINANCIAL REPORT – to follow.**

- a. Financial report (Appendix Two)

The council reviewed the financial report, the council noted the payments that have been made into the account. The council noted the bank reconciliation that has been prepared by the RFO. Cllr Brown proposed to accept the schedule of payments, this was seconded by Cllr Narburgh. Cllrs Narburgh and Cllr Taylor approved the invoices and bank reconciliation which was initialled by them in the presence of the clerk and the council.

**The council has gone into confidential session members of the public were excluded from the following discussion.**

## **30/23 Staffing**

- a. Resignation of the clerk – the council noted the resignation.
- b. Clerk Vacancy – Cllr Brown proposed that the staffing committee is asked to convene as a matter of urgency and the recommendations will be brought to the council. This was seconded by Cllr Narburgh and agreed unanimously by the council.

# ALVELEY AND ROMSLEY PARISH COUNCIL

**Confidential session was ended.**

## **30/23 ITEMS FOR FUTURE MEETINGS**

- Annual Governance and Accountability Return 2022/23 – June meeting
- Review of inventory of land and assets including office equipment and confirmation of arrangements of insurance cover in respect of all insurable risks – June meeting;
- Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018`
- Review of standing orders and financial regulations;
- Neighbourhood Planning.
- Climate Emergency
- Review of Parish Council's Health and Safety Policy.
- Green grant documentations.
- Grant application for Alveley Recreations
- Place plan and neighbourhood planning.
- **Differed items to be put into future meetings including; Chairmans allowance, to review terms of reference, membership and delegation to committees and budget for planters.**
- Cooks Cross to be on the agenda for the next meeting.
- Policies outstanding that need to be reviewed.
- TPO's.

## **31/23 TO CONFIRM THE DATE OF THE NEXT MEETING**

The council noted the date of the next meeting to be 6<sup>th</sup> June 2023 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm preceded by an Open Forum.

## **Actions**

Check protocol for advertising co-option and the two vacancies.

Check with Margret if the venue is available for the 15<sup>th</sup> of May.

**Meeting closed at 20.41**



# ALVELEY AND ROMSLEY PARISH COUNCIL

## Appendix Two – Data Protection and Privacy Policy

### **ALVELEY AND ROMSLEY PARISH COUNCIL DATA PROTECTION AND PRIVACY POLICY**

#### **Contents -**

1. Introduction
2. Council information
3. Data controller
4. Use of personal data by the Parish Council
5. The legal framework and compliance
6. Data Subject Rights
7. Changes to the Policy
8. Contact details

#### **1. Introduction**

1.1 **Personal data** is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation which applies in the United Kingdom including the Data Protection Act 2018, the General Data Protection Regulation (the "GDPR") and other local legislation relating to personal data and rights such as the Human Rights Act.

#### **2. Council information**

2.1 This Data Protection and Privacy Policy is provided to you by Alveley and Romsley Parish Council.

2.2 The Parish Council website is at [www.alveleyandromsleypc.org.uk](http://www.alveleyandromsleypc.org.uk). The Council's email address is [clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk). The Council's postal address is:

Clerk to the Parish Council  
Alveley and Romsley Parish Council  
43 Church View Gardens  
Kinver  
Stourbridge  
DY7 6EE

#### **3. Data controller**

3.1 Alveley and Romsley Parish Council is the registered data controller (reference number A8372003).

# ALVELEY AND ROMSLEY PARISH COUNCIL

3.2 There are not any joint controller arrangements with other organisations but the Parish Council is in periodic communication with other agencies, including:

- Other local authorities – Shropshire Council, neighbouring County or District Councils, Town and Parish Councils;
- Statutory bodies – Police Authorities, NHS Trusts, GP Fundholders, Fire and Rescue Authorities;
- Community and voluntary groups;
- Charities – national and local;
- Contractors.

These contacts may occasionally involve the transfer of personal data.

## 4. **Use of personal data by the Parish Council**

4.1 In most cases personal data held by the Parish Council will comprise contact details such as telephone numbers, addresses, and email addresses. The Parish Council will endeavour to ensure that personal data are accurate and up-to-date.

4.2 In very limited cases and only where they are relevant to the services provided by the Parish Council, or are provided by the individual or organisation concerned as necessary information, we may process additional data such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.

4.3 Where individuals, on their own behalf or acting for organisations, are involved in financial transaction e.g. grant applications, insurance claims, contracts, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers may be processed.

4.4 On very rare occasions, the data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation. Such data will be held only as long as it is required by the Parish Council to carry out its functions, or as long as prescribed by law.

4.5 The Parish Council will routinely receive and transmit personal data on paper or via email or telephone. However, the Council recognises that there are now other communication channels for personal data, including:

- Websites;
- Interaction with other IT software or services e.g. IP addresses, location information;
- Social media.

The Parish Council will not use these channels to receive or transmit personal data unless there is no acceptable alternative. In these circumstances, the relevant communications and personal data content will be logged.

# ALVELEY AND ROMSLEY PARISH COUNCIL

4.6 The Parish Council will not transfer personal data to countries or territories outside the European Economic Area (EEA) unless legally required to do so. However, the Council's website is accessible from overseas. Website content will be scrutinised to ensure that any personal data it contains does not go beyond name and, if necessary, postal and/or email address.

4.7 The Parish Council uses personal data for some or all of the following purposes:

- To deliver public services, to tailor services to meet the needs of individual users and to provide information to potential service users;
- To confirm the identity of service users;
- To contact local residents and others by post, telephone and email;
- To monitor outcomes and performance;
- To prevent and detect fraud and corruption in the use of public funds;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To meet requests for information from local residents;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- To analysis data which will help to plan the future provision of services.

4.8 If the Parish Council wishes to use personal data for a new purpose, not covered by this Privacy Policy, then it will provide those affected with a Privacy Notice explaining this new use before commencing the processing, and setting out the purpose and processing arrangements. Whenever necessary, the Council will seek prior consent to new procedures.

## 5. **The Legal Framework and Compliance**

5.1 The Parish Council is a public authority and has certain powers and duties. Most personal data is processed to enable the discharge of these powers and duties. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services.

5.2 The Parish Council will comply with data protection law. This says that the personal data we hold must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to the data subject and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told the data subject about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the stated purposes.
- Kept and destroyed securely.

# ALVELEY AND ROMSLEY PARISH COUNCIL

5.3 The Parish Council will ensure that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access or disclosure.

5.4 Where the use of personal data requires the consent of the data subject, the Parish Council will obtain prior consent to that use.

5.5 Any third parties who share personal data held by the Parish Council also have an obligation to put in place appropriate security measures and will be responsible to the data subject for the manner in which they process and protect personal data. This includes agents, suppliers, contractors, other local authorities, and charitable or community groups.

5.6 The Parish Council will keep some records permanently if legally required to do so. Other records will be kept for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. The Council is also permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). In general, the Council will endeavour to keep data only for as long as it is needed.

## 6. **Data Subject Rights**

6.1 Data subjects have the following rights with respect to their personal data:

- The right to access their personal data held by the Council free of charge;
- The right to correct and update their personal data;
- The right to have their personal data erased;
- The right to object to processing of their personal data or to restrict it to certain purposes only;
- The right to data portability;
- The right to withdraw at any time consent to the processing of data which has previously been given;
- The right to lodge a complaint with the Information Commissioner's Office.

6.2 The Information Commissioners Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## 7. **Changes to this policy**

7.1 This Privacy Policy will be kept under regular review and the Council will post any updates at [www.alveleyandromsleyipc.org.uk](http://www.alveleyandromsleyipc.org.uk). This Policy was last updated in September 2018.

## 8. **Contact Details**

# ALVELEY AND ROMSLEY PARISH COUNCIL

8.1 Please contact us if you have any questions about this Privacy Policy or the personal data we hold about, you or to exercise relevant rights, queries or complaints. The contact details are at paragraph 2.2 above.

# ALVELEY AND ROMSLEY PARISH COUNCIL

## Appendix Three – complaints policy and procedure.

### COMPLAINTS POLICY AND PROCEDURE

#### Introduction

Alveley and Romsley Parish Council seeks to conduct its business in an honest, open and transparent manner. It expects the highest standards from members of the Council and its Clerk. It takes all complaints seriously and will seek to deal with them as quickly and effectively as possible, in a manner that respects the rights of individuals to bring complaints and complies with data privacy requirements.

When a complaint is made against the Parish Council, members of the Council or the Clerk may be referred to. However, all complaints will be treated as complaints against the 'body corporate' of the Council, not as complaints against the individuals referred to.

Complaints in the following areas are not covered by this policy:

- Financial irregularity – the complaint should be referred in writing to the current external auditor (as set out under Section 27 of the Local Audit and Accountability Act 2014, and the Accounts and Audit Regulations 2015). The Clerk will provide the contact details.
- Suspected criminal activity – should be referred to the Police.
- Councillor's conduct – complaints should be referred to the Clerk, and be dealt with according to the Parish Council's approved Code of Conduct under the supervision of Shropshire Council's Monitoring Officer.
- Where a complainant seeks redress for personal injury, damage to property or other financial loss, or where the Council is at risk of being held liable to pay damages or to provide another legal remedy, the matter will be referred in the first instance to the Council's insurers.

#### Complaints Policy

1. The procedures for dealing with any complaints that anyone may have about Alveley and Romsley Parish Council's administration, practices and procedures are set out below. Complaints against policy decisions made by the Council can be referred back to the Council [but note Section 7 of the Council's Standing Orders, which prevents decisions from being reversed within six months, except in limited cases].

# ALVELEY AND ROMSLEY PARISH COUNCIL

2. The aim of the Parish Council is that its complaints procedures are:
  - well publicised, easily accessible and easy to use;
  - helpful and receptive;
  - not adversarial;
  - fair and objective;
  - based on clear procedures and defined responsibilities;
  - thorough, rigorous and consistent;
  - decisive and capable of putting things right where necessary;
  - sensitive to the special needs and circumstances of the complainant;
  - fully supported by councillors and officers, and;
  - timely.

## Complaints Procedure

3. If a complaint is notified orally to a Councillor or the Clerk to the Council, that individual should seek to deal with the complaint through personal or telephone contact to the entire satisfaction of the complainant. If that fails, the complainant should be requested to make a formal written complaint to the Clerk to the Council and be assured that it will be dealt with promptly after receipt. Any written complaint will be acknowledged within five working days. The complainant will be asked at the outset if he/she wants the complaint to be treated confidentiality. In all circumstances the Parish Council will comply with the Data Protection Act 2018 and the General Data Protection Regulation (the "GDPR").
4. If the complainant prefers not to put the complaint to the Clerk, he or she should be advised to put the complaint to the Chairman of the Council. Complaints about the Clerk's conduct should be referred to the Chairman of the Council. He/she will consult with the Chairman of the Staffing Committee since they may need to be dealt with under the Parish Council's Disciplinary and Grievance Procedure. The complainant will be notified of the relevant contact details.
5. On receipt of a formal written complaint the Chairman of the Council or the Clerk to the Council shall try to resolve the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him/her an opportunity to comment. Efforts should be made to settle the complaint at this stage, but a period of not more than two weeks will be allowed for the complaint to be

# ALVELEY AND ROMSLEY PARISH COUNCIL

resolved. If the complaint is dealt with to the apparent satisfaction of the complainant, a letter will be sent to the complainant confirming the outcome.

6. The Clerk to the Council or the Chairman shall report to the next meeting of the Parish Council that a formal written complaint has been dealt with by direct negotiation with the complainant, as in paragraph 5. However, the identity of the complainant will not be disclosed in open session.

7. The Clerk to the Council or Chairman of the Council shall bring any written complaint that has not been settled to a meeting of the Parish Council at the earliest opportunity. This will be considered in closed session, after the exclusion of the public and press (Public Bodies (Admission to Meetings) Act 1960 s.1.2.).

8. At that meeting the Council will form a Complaints Committee to hear the complaint. The Clerk shall notify the complainant of the date on which the complaint will be considered. The complainant shall be offered an opportunity to explain the complaint orally. [In the case of a complaint against the Clerk to the Council's conduct it will be dealt with by the Staffing Committee in closed session. If a complaint is upheld, the Disciplinary and Grievance Procedure will be triggered].

9. Consideration by either Committee may be deferred until appropriate advice is received.

10. Any decision reached by either Committee shall be reported to the Parish Council in closed session.

11. As soon as possible after the decision has been made, the decision and any consequential action to be taken shall be communicated in writing to the complainant. The letter will contain details of the Council's appeals procedure, if the complainant is unhappy with the Committee's decision.

12. If the complainant decides to appeal against the Complaints Committee's decision the Clerk shall notify the complainant of the date on which the appeal will be considered by the Council; which shall be at the next meeting. The complainant shall be offered an opportunity to attend and present the appeal orally. The public and press will be excluded. Those Councillors who were members of the Complaints Committee will not be involved in hearing the appeal.



# ALVELEY AND ROMSLEY PARISH COUNCIL

13. If the Council is of the opinion that issues of law or practice arise on which advice is necessary the appeal shall be dealt with at the next meeting after the advice has been received.

14. As soon as possible after the decision has been made, the decision and any consequential action to be taken shall be communicated in writing to the appellant. This will be the final decision of the Council on the complaint. Other than in exceptional circumstance, the process from receiving a written complaint to the final decision will be not more than twelve weeks.

15. Habitual or vexatious complaints

Where the complaints procedure has been exhausted, no further action will be taken and all subsequent attempts to re-open the matter or a similar or closely related matter may be considered as vexatious. Similarly a complainant may make a series of complaints which are the same or similar to matters which have recently gone through the complaints procedure. These are likely to be judged as vexatious.

These matters will be dealt with by the Clerk. If the complaint(s) involve the Clerk, the matter will be dealt with by the Chairman; if he/she is also involved the matter will be dealt with by the Complaints Committee which considered the original complaint

If the Complaints Committee declare the complaint(s) vexatious, the complainant will receive a letter setting out the Council's position. That is it will:

- Only accept written communications addressed to the Clerk and that no other forms of communication such as by telephone, email or personal visits or contacts with Councillors will be accepted.
- All letters will be read in whole or in part by the Clerk and their receipt may be acknowledged, at the discretion of the Clerk.
- This procedure will remain in force for 6 months from the letter from the Complaints Committee.

At the end of the 6 month period the Council will accept communications from the complainant that are in accordance with this policy.

This policy was previously reviewed by the Council on  
Policy updated

5<sup>th</sup> July 2016

# ALVELEY AND ROMSLEY PARISH COUNCIL

## Appendix Four – Correspondence



54 Broad Street, Ludlow, Shropshire, SY8 1GP  
Tel: 01584 872187  
Email: [info@ludlowconservatives.com](mailto:info@ludlowconservatives.com)  
website: [www.ludlowconservatives.com](http://www.ludlowconservatives.com)

Mrs Chloe Martin  
Clerk, Alveley and Romsley Parish Council  
7 Dadford View  
Brierley Hill  
DY5 3XS

10<sup>th</sup> May 2023

Dear Mrs Martin,

I have been passed your letter regarding the reported absence of Councillor Elliot Lynch from his role as Ward and Unitary Councillor recently.

In my capacity of Chairman of the Ludlow Constituency Conservative Association, I would like to assure you that we take the ongoing health issues currently being suffered by Cllr Lynch with great sensitivity and compassion and are working hard to help him return to his role as soon as possible.

To that end, we have asked other local unitary councillors to help cover his absence and ensure that there is a route for you and your colleagues to raise any local concerns that you may have at a unitary level. I have spoken to the Leader of Shropshire Council, Lezley Picton, about the situation and she has confirmed that Councillors Hurst-Knight, Marshall, Lea, Harris and Butler and Lezley herself have all attended meetings in Cllr Lynch's absence and/or have handled case work on his behalf. Cllr Lynch last attended a Unitary meeting on 2<sup>nd</sup> March 2023 so is trying to fulfil his elected role despite his personal challenges.

I would ask you to send me a list of meetings for the rest of this year and next so we can endeavour to provide a covering councillor to represent the issues faced by your constituents.

LCCA stands ready to support Cllr Lynch, his constituents and yourself in providing a long-term solution to this difficult situation.

I look forward to hearing from you,

Yours Sincerely,

A handwritten signature in blue ink that reads 'J.G. Rogers-Coltman' followed by a flourish.

Julian Rogers-Coltman  
Chairman

President: Gavin Hamilton  
Vice President: Aubrey Jones  
Deputy Chairman: Chris Tyler

Chairman: Julian Rogers-Coltman  
Vice President: Trish Price

Hon Treasurer: Patrick Creasey  
Vice President: Simon Wedgwood  
Office Manager: Tracey Young

# ALVELEY AND ROMSLEY PARISH COUNCIL

Appendix Five – Green Grant Forms

## ALVELEY AND ROMSLEY PARISH COUNCIL

### SPECIAL CORONATION COMMUNITY GREEN GRANT SCHEME



**2023/2024**

#### **BACKGROUND**

The coronation of King Charles III takes place on 6<sup>th</sup> May 2023. In recognition and celebration of the coronation year and to acknowledge the special interest the King has in our environment and green initiatives, Alveley and Romsley Parish Council have allocated, in addition to their normal grants policy, an additional £15,000 specifically for community green grants in the Coronation year ending April 2024.

#### **COMMUNITY GREEN GRANT POLICY**

Alveley and Romsley Parish Council is mainly funded by Council Tax payers through the Precept. The Council has a duty to ensure that its resources are used to the benefit of the residents of the parishes of Alveley and Romsley, including Tuckhill and Six Ashes. Because public money is involved, it is necessary that grant applications are seen to be decided against a published policy and set of criteria. Lastly, the Council must demonstrate a clear audit trail as to how grants are spent.

The Parish Council has allocated an additional budget for grant aid to voluntary and community groups that serve the people of Alveley and Romsley for the specific purpose of delivering projects in the Parish boundary that:

- **Improve the local environment and green spaces.**
- **Increase bio-diversity.**
- **Contribute to tackling the climate emergency.**
- **Increase access to green spaces.**
- **Raise awareness of and provide training relating to the above issues.**

Voluntary and community groups are defined as non-profit organisations, including charities, set up and run by voluntary and unpaid management committees or trustees.

# ALVELEY AND ROMSLEY PARISH COUNCIL

The Council has approved the following Application Form and Terms and Conditions of Grant Aid, which apply to all grant applications.

Before any grant aid is approved the signed Application Form must be completed and the required information attached. If any part is incomplete there may be a delay. The Clerk will be happy to give further information, help and advice if required.

All applications for the Coronation Green Grants will be considered by the full Council in public so that the process can be seen to be completely open.

The guiding principles are:

- The Parish Council is responsible for public money and has a duty to ensure proper expenditure and that all grants money is properly accounted for.
- The Parish Council is committed to an open, fair and easily understood process, which is carried out in public.
- Grant aid will be for the benefit of the people of Alveley and Romsley Parish.
- Help will be given to eligible applicants whose financial arrangements are sound and who can demonstrate a clear need for grant aid to finance a particular project or programme if they align to the primary aims of the fund as detailed above in bold.
- There is no minimum funding request but individual grant application requests can not exceed £2,500.
- Funding from other sources will be viewed positively and, when considering applications, evidence may be sought that alternative funding sources have been fully explored.
- The Community Green Grant scheme will run for the Coronation year and all funding should be committed or spent by the end of May 2024.
- There should be no presumption that the Community Green Grant scheme will continue past May 2024.
- Grant will not normally be given to cover administrative costs, or to meet unexpected financial shortfalls, or to fund work that has already been done.
- Groups requesting grant aid should demonstrate equality of opportunity. They will show fair treatment without discrimination. This includes, but not exclusively, inappropriate treatment on the basis of age, disability, gender re-assignment, marriage and civil partnership, sex (gender), pregnancy and maternity, race, religion or belief and sexual orientation. (as set out in the Equality Act 2010)

This policy statement was approved by the Council on [date to be inserted]

Signed [Signature to be inserted] (Chair)

# ALVELEY AND ROMSLEY PARISH COUNCIL

## ALVELEY AND ROMSLEY PARISH COUNCIL

### GRANT APPLICATION FORM

(Please write or type in black as this form has to be copied)

NAME OF INDIVIDUAL/GROUP/ORGANISATION \_\_\_\_\_

\_\_\_\_\_

HEADQUARTERS/MEETING PLACE \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

WEBSITE ADDRESS (IF APPLICABLE) \_\_\_\_\_

EMAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

#### **DETAILS OF GRANT**

Please explain the purpose of the grant, how it aligns to the fund aims and how it will be spent. If the grant is to be used to fund part or all of a project or programme, please attach the project brief, specification or outline. (Maximum 500 words)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ALVELEY AND ROMSLEY PARISH COUNCIL

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Total Cost of Project £ \_\_\_\_\_

Please complete a breakdown of costs/items.

Description of item to be funded	Cost
<b>Total Project Costs</b>	

Your Contribution (if applicable) £ \_\_\_\_\_

Contributions from other sources (if applicable - please specify)

..... £ \_\_\_\_\_

..... £ \_\_\_\_\_

**Amount requested from Parish Council** £ \_\_\_\_\_

# ALVELEY AND ROMSLEY PARISH COUNCIL

Please indicate:

The expected total number of people living in Alveley and Romsley (including Tuckhill & Six Ashes) who will benefit from the grant:

Additionally, please provide a breakdown of numbers by age:

Aged Under 18	Less than 10 _____	10 – 50 _____	Over 50 _____
Aged 18-64	Less than 10 _____	10 – 50 _____	Over 50 _____
Aged 65 or over	Less than 10 _____	10 – 50 _____	Over 50 _____

If other individuals or groups will benefit from the grant, please give brief details \_\_\_\_\_

---

What is the nature and likely duration of the benefit \_\_\_\_\_

---

and the date by which the grant will be fully spent <sup>1</sup> \_\_\_\_\_

Name on bank account to which grant should be paid

---

**You must supply** the following with your completed application form:

Applications will only be considered when the information listed at 1 to 4. has been provided.

1. **A copy of any quotes/estimates relating to your application;**
2. **A copy of your constitution or set of rules;**
3. **A copy of your group's last full year's audited accounts;**
4. **A copy of your group's most recent bank statement(s) for all accounts held;**
5. Any additional information you wish to provide.

Please selected preferred payment method for grant – **Cheque or Bank Transfer** – delete as appropriate.

If you selected Bank Transfer – please provide:

Organisation Name/Bank Account Name:

Account Sort Code:

Account Number

---

<sup>1</sup> Spending should be fully committed or spent by end of May 2024 at the latest.

# ALVELEY AND ROMSLEY PARISH COUNCIL

If you selected cheque – please confirm:

Organisational Name to be written on Cheque:

Contact name of person receiving cheque:

Address of Contact including Postcode:

Telephone/Contact Number:

Email Address:

PLEASE SEND YOUR COMPLETED GRANT APPLICATION TO:

Clerk contact details [to be inserted]

This form may be emailed with an email (or electronic) signature to:

[clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)

THE PARISH COUNCIL MEETS MONTHLY SO PLEASE ALLOW AT LEAST 5 WEEKS FOR YOUR APPLICATION TO BE DEALT WITH.

PLEASE READ THE POLICY STATEMENT THE TERMS AND CONDITIONS OF GRANT SUPPORT BEFORE COMPLETING YOUR APPLICATION.



# ALVELEY AND ROMSLEY PARISH COUNCIL

## ALVELEY AND ROMSLEY PARISH COUNCIL

### TERMS AND CONDITIONS OF GRANT SUPPORT

1. Grants will not be made to individuals but only to organisations/groups that benefit or support residents of Alveley and Romsley (including Tuckhill and Six Ashes).
2. Grants will not be paid to a named individual, but only by cheque or bank transfer to a named organisation which must hold a bank account in its own name.
3. Groups receiving grants must acknowledge that the grant was given by Alveley and Romsley Parish Council in any publicity or report, including press release, newsletter, annual report or balance sheet.
4. Any group receiving a grant should notify the Clerk to the Parish Council once a grant has been fully spent, or if any grant remains unspent beyond the date specified above.
5. Grants may only be used for the purpose for which they were given.
6. Normally the Parish Council will not award a grant for any project that has started or for any equipment already purchased.
7. It is the responsibility of the applicant to ensure that any equipment or activity supported by Parish Council funding complies at all times and in full with current health and safety regulations and is fully insured against accident or injury to users or third parties.
8. If any grant or part of a grant is not spent it must be returned to the Parish Council.
9. The Parish Council reserves the right to inspect receipts or other supporting vouchers for items purchased or work carried out using grant monies.
10. The Parish Council will require a short report of how the grant is supporting or has benefited people who live in Alveley and Romsley. This may be in the form of a presentation at the Open Forum at a Parish Council meeting.
11. The Parish Council reserves the right to require any grant to be repaid in whole or part should the Terms and Conditions of Grant Support not be met.
12. The Parish Council may attach additional terms and conditions to any grant.

### DECLARATION

# ALVELEY AND ROMSLEY PARISH COUNCIL

I, (name) \_\_\_\_\_ apply for grant support on behalf of

\_\_\_\_\_

and accept the Terms and Conditions set out in this document.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Position in Group \_\_\_\_\_

05/2023

# ALVELEY AND ROMSLEY PARISH COUNCIL

## Appendix Six (Staffing meeting minutes)

23/24

### ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the Parish Council Staffing Committee held on Tuesday 16<sup>th</sup> May 2023 in the Pavilion, Daddlebrook Road, Alveley at 7.30pm

#### 32/23 PRESENT

Cllr. Miss I. D. Jakeman (Chairman of Council), Cllr. Mrs. C. M. Brown, and Cllr. Mr P. W. Whale (Vice-chairman of Council).

#### 33/23 IN ATTENDANCE

Mr. D. H. Rawlinson (Responsible Financial Officer - RFO), Cllr. Mr. R. J. Narburgh, Cllr. Mr. J. R. Taylor and Cllr. Mr. C. Taylor.

#### 34/23 ELECTION OF CHAIRMAN

Cllr. Jakeman proposed that Cllr. Brown be elected Chairman. This was seconded by Cllr. Whale and carried unanimously. Cllr. Brown took the chair.

#### 35/23 APOLOGIES FOR ABSENCE

None.

#### 36/23 DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST.

None.

#### 37//23 RECRUITMENT OF PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER, KEY ISSUES.

- (i) Following a lengthy discussion, the Chairman **proposed** that the maximum hourly rate of pay for this post be increased from SCP12 on Range LC1 (£12.73) to SCP 23 on Range LC2 (£15.67), and that the hours of work should remain at 70 per month. This was **seconded** by Cllr. Jakeman and **carried unanimously**.
- (ii) After further discussion, it was also **agreed** that other conditions of service, including a six months probationary period, should remain the same in line the standard National Contract of Employment for council employees.
- (iii) The job description for the post was reviewed. It was accepted that a new Parish Clerk might well clerk other councils, but, after discussion, it was **proposed** by the Chairman that a clause should be added to the job description to require that hours of work are spread evenly over the working week to ensure that the Clerk can respond in a timely fashion to all communications which are addressed to him/her.

[Subsequently, the following form of words has been proposed –

# ALVELEY AND ROMSLEY PARISH COUNCIL

“Allocated hours of work for the role should be spread across the working week to enable all calls, messages, email and other correspondence to be responded to in a timely manner (i.e. 1-2 working days).”]

(iv) The possibility of procuring external HR support to manage the recruitment process was considered but, after discussion, it was **agreed** not to pursue this course of action.

## 38/23 APPOINTMENT ARRANGEMENTS

1. The following key dates were **agreed** provisionally:

- (i) By 9<sup>th</sup> June 2023 – Post to be advertised;
- (ii) 23<sup>rd</sup> June – Closing date for applications;
- (iii) W/c 26<sup>th</sup> June – Shortlisting;
- (iv) 3<sup>rd</sup> July – Interviews and appointment.

2. The Committee also considered the venue for and format of interviews. It was noted that the hire of the Old Chapel would cost £50, but this was **agreed** to be the ideal venue. It was also **agreed** that the interview panel should not be more than three, that the Panel should be made up of councillors, but not necessarily Staffing Committee members, and that there should be a gender mix. The possibility of introducing a written test or exercise in addition to the panel interview was considered but, after discussion, it was **agreed** not to pursue this option.

## 39/23 APPOINTMENT OF LOCUM CLERK

The view of the meeting was that immediate steps should be taken to appoint a locum Clerk and Responsible Financial Office. Cllr. Jakeman **proposed** that she should contact SLCC – Locum and Interim Services, and also liaise with Shropshire Association of Local Councils (SALC); this was **seconded** by the Chairman and **agreed** unanimously.

## 40/23 INDUCTION AND SUPERVISION ARRANGEMENTS FOR NEW CLERK

It was **agreed** to defer further consideration to the next meeting.

## 41/23 TO CONFIRM THE DATES OF FUTURE MEETINGS

It was **agreed** that the next meeting of the Staffing Committee would be on Thursday 8<sup>th</sup> June 2023 at 7.30pm in the Pavilion, Daddlebrook Road.

The next monthly meeting of the Parish Council will be on Tuesday 6<sup>th</sup> June 2023 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

The meeting closed at 9.15pm

The Chairman thanked everyone for their attendance