



# Dadlington & Sutton Cheney Parish Council

Dadlington & Sutton Cheney Annual Parish Council Meeting May 2024

Thursday 16<sup>th</sup> May 2024 starting at 7:15 pm at Dadlington Village Hall, The Green,

Dadlington, Nuneaton, CV13 0JB

## Minutes

### Attendees

Andrew Copson – Chairman  
Neil Franklin  
Phil Kiteley – Vice Chairman  
Simon Rees-Jones  
Valarie Pritchard  
Ambrose Long  
John Plant

Members of the public – Three members of the public & Clerk RFO

### 23/24 PUBLIC PARTICIPATION

Three members of the public were in attendance at the Annual Parish Council Meeting. No items were raised.

### 24/24 APOLOGIES

Apologies received from Linda Mayne and approved by the council.

### 25/24 DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

None

### 26/24 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Cllr Andrew Copson was proposed as Chairman of Dadlington & Sutton Cheney Parish Council. 1<sup>st</sup> Proposer – Cllr Valarie Pritchard - 2nd Proposer Cllr Phillip Kiteley – Unanimously approved.

Chairman Andrew Copson signed the Acceptance to Office Document.

### 27/24 ELECTION OF THE VICE CHAIRMAN TO THE COUNCIL

Cllr Phillip Kiteley was proposed as Vice Chairman of Dadlington & Sutton Cheney Parish Council. 1<sup>st</sup> Proposer – Chairman Andrew Copson – 2nd Proposer Cllr Neil Franklin – Unanimously approved.

Vice Chairman Phillip Kiteley signed the Acceptance to Office Document

Chairman's Signature:

Date: 11/7/24

All minutes deemed as draft until formally approved and signed

# Dadlington & Sutton Cheney Parish Council

## 28/24 ELECTION OF MEMBERS TO THE HR COMMITTEE

The Chairman explained the role the HR committee has within the council and in the coming months the council's policies need to be updated as well as the Clerk's appraisal needs to be completed.

Clifs Andrew Copson, Valarie Pritchard, Neil Franklin and John Plant were all nominated to join the HR Committee – unanimously agreed.

## 29/24 RE-ADOPTING OF POLICIES AND PROCEDURES

The council reviewed and voted on the following policies and procedures:

- a. Standing Orders – The council unanimously approved to re-adopt
- b. Financial Regulations – The council unanimously approved to re-adopt the financial regulations but as new FR have recently been published by NALC these will be reviewed by the Clerk and added to the July 24 agenda for approval.
- c. Code of Conduct – The council unanimously approved to re-adopt
- d. Equal Opportunities Policy–The council unanimously approved to re-adopt
- e. Management and Retention of Documents – The council unanimously approved to re-adopt
- f. Social Media Policy – The council unanimously approved to re-adopt
- g. Allotment Policy – The council unanimously approved to re-adopt
- h. Biodiversity Statement– The council unanimously approved to re-adopt
- i. Scheme of Delegation – The council unanimously approved to re-adopt
- j. Procurement Policy – The council unanimously approved to re-adopt
- k. Grants and Donations Policy – The council unanimously approved to re-adopt
- l. Data Protection Policy – The council unanimously approved to re-adopt
- m. Data Breach Policy– The council unanimously approved to re-adopt
- n. Privacy Notice – Public and Residence – The council unanimously approved to re-adopt
- o. Privacy Notice – Staff and Councillors – The council unanimously approved to re-adopt
- p. Risk Management Scheme – The council unanimously approved to re-adopt
- q. Health & Safety Policy – The council unanimously approved to re-adopt
- r. Freedom of Information Policy – The council unanimously approved to re-adopt
- s. Model Access Request Policy – The council unanimously approved to re-adopt
- t. Co-Option of Councillors Policy – The council unanimously approved to re-adopt
- u. Staff Recruitment Policy – The council unanimously approved to re-adopt
- v. Disciplinary and Grievance Policy–The council unanimously approved to re-adopt
- w. Training and Development Policy – The council unanimously approved to re-adopt
- x. Neighbourhood Planning – The council unanimously approved to re-adopt
- y. Human Resources Committee Terms of Reference – The council unanimously approved to re-adopt
- z. Complaints Policy – The council unanimously approved to re-adopt

aa. Statement of Internal Control–The council unanimously approved to re-adopt

Chairman's Signature:

Date: 11/7/24

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## Dadlington & Sutton Cheney Parish Council

### 30/24 2024/2025 MEETING DATES

The council proposed the following dates and locations for the 2024/2025 Parish Council Meetings:

- Thursday 11<sup>th</sup> July 2024 – Sutton Cheney Village Hall
  - Thursday 12<sup>th</sup> September 2024 – Whitemores – Shenton
  - Thursday 3<sup>rd</sup> October 2024 – Dadlington Village Hall – Budget and Precept Planning only
  - Thursday 14<sup>th</sup> November 2024 – Sutton Cheney Village Hall
  - Thursday 9<sup>th</sup> January 2025 – Whitemores – Shenton
  - Thursday 6<sup>th</sup> March 2025 – Dadlington Village Hall
  - Thursday 15<sup>th</sup> May 2025 – Sutton Cheney Village Hall
- Meeting Closed 19:25**

Chairman's Signature:

Date: 11/7/24

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