

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**19thOctober 2023**

Ripponden Parish Council - Full Council Meeting

The 1,241st Meeting of Ripponden Parish Council held on Thursday 19th October 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A Naylor, Cllr C Johnson, Cllr P Hunt, Cllr R Nicholls, Cllr A Greenwood, Cllr G Carter, Cllr L Webster, Cllr Crossley, Cllr Potts.

Absent with apologies: Cllr R Thornber, Cllr K Naylor

Lateness: Cllr G. Carter

Absent: Cllr P Nothard

MINUTES

1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.

The Chairman noted that recording of the meeting had begun.

1. To receive apologies for absence and lateness.

These were noted, as above. The Chair noted that going forward, reasons for absence need not be recorded in the minutes.

1. Public Participation.

There were no members of the public in attendance at this meeting.

1. Opportunity for members of public to present issues of concern.

No members of the public were present.

1. To accept the minutes of the 1,240th meeting held on Thursday 5thOctober 2023.

**18869 RESOLVED** that the minutes be accepted as a record of the meeting held on 5th October 2023. Proposed by Cllr R Nicolls, seconded by Cllr G Potts.

1. To receive Parish Councillors’ declarations of interest.

None to declare.

1. To receive information on any on-going items identified in these and previous minutes and decide further action where necessary.

Cllr C Johnson removed the war plaque. He spoke of enquiries about the phone box on Rochdale Road.

Cllr G. Posts said a member of the public wants an update about the bin near JLA.

1. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives.

Cllr A. Greenwood noted lights on the new crossing on Oldham Road change too quickly.

**18870 RESOLVED** to for the Council to write to CMBC Highways.

Cllr A. Greenwood discussed enquiries with bookkeeper Jenny Warbuoys.

**18871 RESOLVED** to ask Jenny Warbuoys to issue a P45 to Janet Sheard, former temporary clerk, to handle holiday pay and other related employment matters under her purview. Proposed by Cllr A. Greenwood, seconded by Cllr R. Nicholls.

Other issues raised include Go Local enquiries about Remembrance Sunday and issues about Parish Council noticeboards.

Cllr J. Crossley discussed the CMBC Day of Action where some work was done on drains and vegetation around Dyson and Castle Lane. She reported that CMBC have pledged to repaint Pretoria Bridge in the new year; confirmation in writing is pending.

**18872 RESOLVED** for Cllr J. Crossley to stand in for Cllr L. Webster at the next SCG meeting to raise local environmental issues.

Cllr C Johnson reported that the war memorial garden is a mess again. Cllr L. Webster that Matt Crowe is the contact for war memorial clean-up work.

To include:

9a - To accept the minutes of the Environment Committee of 26th September 2023.

**18873 RESOLVED** to accept the minutes of the Environment Committee of 26th September 2023. Proposed by Cllr P Hunt, seconded by Cllr A Greenwood.

9b – To accept the updated TORs for the Standards Committee.

**18874 RESOLVED** to accept the updated TORs for the Standards Committee. Proposed by Cllr P Hunt, seconded by Cllr A Naylor.

9c – To accept the TORs for the Employment Committee, Disciplinary Committee, Grievance Committee & Appeals Committee.

**18875 RESOLVED** to accept the TORs for the Employment Committee, Disciplinary Committee, Grievance Committee & Appeals Committee. Proposed by Cllr R Nicholls, seconded by Cllr A Naylor.

9d – To receive oral report from Cllr Carter of Employment Committee of 12th October 2023.

Cllr Carter provided the report.

1. To receive reports from Calderdale Councillors who represent Ryburn Ward

None present.

1. To agree Accounts for payment and note payments made

**18876 RESOLVED** to agree payment to: A Greenwood for printer ink - £17.72

And note the payment to: Calderdale Self Storage - £312.80, MS 365 - £11.28 and £64.80

Proposed by Cllr A Greenwood, seconded by Cllr R Nicholls.

1. To receive Correspondence
	* 1. Items received after the Agenda went out
		2. Information only
		3. Invitations

**18877 RESOLVED** to sign a renewal of the memorandum of understanding between CMBC and RPC on our parks.

 Proposed by Cllr R Nicholls, seconded by Cllr L. Webster. Cllr A Greenwood abstained.

**18878 RESOLVED** for Mr Chairman to attend Whitworth Town Council for their Christmas Carol Service.

1. To consider any updates regarding premises for use as a storage facility and office for the Parish Council including any update on the current storage facility.

Cllr C. Johnson reported on costs.

**18879 RESOLVED** to request the Parish Council applies to be put on the waiting list for a 100 sq. foot unit.

 Proposed by Cllr A Greenwood, seconded by Cllr L Webster.

Cllr R. Nicholls awaits further updates from the QS.

1. To accept the Q2 Bank Reconciliation and Cashbook and authorise for web publication with redacted details as to salary recipients.

**18880 RESOLVED** to accept the Q2 Bank Reconciliation and Cashbook and authorise for web publication with redacted details as to salary recipients. Proposed by Cllr A Greenwood, seconded by Cllr A Naylor.

1. To discuss the Reserves Briefing and decide upon action to be taken.

Moved to next agenda to allow further time for consideration by councillors.

1. To discuss the required website calendar update and decide upon action to be taken.

**18881 RESOLVED** to ask Tomek to undertake appropriate website maintenance for £27.50 plus VAT.

Proposed by Cllr R Nicholls, seconded by Cllr J. Crossley.

1. To discuss the publication of Councillors’ Register of Interests and decide upon action to be taken.

Cllr A. Greenwood to contact CMBC about the issue.

1. To receive update on the Ripponden War Memorial railings and any additional funding.

Cllr G Carter has had no response from CMBC or the War Memorial Trust.

1. To receive correspondence about Christmas Lights and decide upon action to be taken.

Cllr A. Naylor updated on enquiries.  There will be trees for Rishworth and Ripponden and something in Barkisland plus appropriate lights. The council will have the option on lights purchase or a lease agreement in 2024.

1. To receive an update on the forming of a Business and Tourism Committee.

Held over.

1. To discuss email from Calderdale and Memorandum of Understanding in respect of play areas in the Parish Council remit.

Handled under correspondence.

1. To discuss and decide future HR Providers – Cllr Nicholls to lead.

Held over.

1. To discuss Remembrance Sunday planning including update from Police regarding road closures, official invitations to be sent, Stewards and correspondence with band.

Update provided.

1. To discuss grant application from Yorkshire Air Ambulance.

Held over.

1. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement issues.

First floor rear extension in place of existing dormers, and rear kitchen extension. Brookfield Stainland Road Barkisland Sowerby Bridge Calderdale HX4 0AQ Ref. No: 23/00957/HSE | Received: Thu 14 Sep 2023 | Validated: Tue 26 Sep 2023 | Status: Pending Consideration

**18882 RESOLVED** no objection. Proposed by Cllr G Carter, seconded by Cllr A Naylor.

Proposed front porch and access steps. 2 Ryestone Drive Ripponden Sowerby Bridge Calderdale HX6 4JW. Ref. No: 23/00980/HSE | Received: Thu 21 Sep 2023 | Validated: Thu 21 Sep 2023 | Status: Pending Consideration

**18883 RESOLVED** no objection.Proposed by Cllr R Nicholls, seconded by Cllr L Webster.

Proposed agricultural shed for storage of tractor and equipment. Junction Cottage Green Lane Ripponden Sowerby Bridge Calderdale HX6 4LT Ref. No: 23/00800/FUL | Received: Wed 02 Aug 2023 | Validated: Mon 18 Sep 2023 | Status: Pending Consideration

**18884 RESOLVED** no objection, subject to meeting relevant policy requirements. Proposed by Cllr G Carter, seconded by Cllr G Potts.

1. To discuss on-going HR matters.

**18885 RESOLVED** to exclude press and public.

**18887 RESOLVED** to extend the meeting by fifteen minutes.

**18888 RESOLVED** to readmit press and public.

The meeting ended at 21:55.

The date of the next meeting: 2 November 2023, at Ryburn United Football Club for the time of 19:15.

# Minutes of the Ripponden Parish Council Environment Committee Meeting

Held at Ryburn United Football Club Ripponden on Tuesday 27th September 2023 at 7.15pm

**Councillors Present:** Cllr Hunt (Chair), Cllr Carter, Cllr Crossley, Cllr Greenwood (minutes).

**Co-opted Members Present:** Jane Leary, a coordinator of the Upper Valley Neighbourhood Team at CMBC, Peter Fraser of Ripponden in Bloom, Brian Winrow of Soyland in Bloom, Linda Porter and Patrician Brennan of CROWS.

The meeting began at 7.15pm.

1. **To receive apologies for absence or lateness**

Apologies were received from Cllr Potts, Cllr A Naylor (ex-officio)

1. **To approve the minutes of the meeting held on 25th July 2023.**

**ENV2023/24-06 RESOLVED** that the minutes be adopted as a record of the meeting. Proposed by Cllr A Greenwood, seconded by Cllr G. Carter.

1. **To review and accept the Terms of Reference of the Environment Committee**

**ENV2023/24-07 RESOLVED** to approve the Terms of Reference for the committee and send them to Full Council for acceptance. Proposed by Cllr J. Crossley, seconded by Cllr P. Hunt.

1. **To review the Environment budget for 23/24.**

Cllr A Greenwood explained that any underspent monies would need to be allocated to earmarked reserves for multi-year projects. Cllr J. Crossley spoke about the playground swing and the painting of Pretoria Bridge. Cllr G. Carter suggested Environment Committee may only require £2000 to spend before the end of the financial year in March 2024.

1. **To discuss matters arising from the previous meeting.**
	1. *To discuss the Ripponden War Memorial railings and the maintenance of the garden.*

**ENV2023/24-08 RESOLVED** to advance the quotations from Broadbent Welding and Industrial Supplies, Northgate Fabrications, and Contact Fabrications and Yorkshire Gates to full council for discussion. Proposed by Cllr J. Crossley, seconded by Cllr P. Hunt.

* 1. *To discuss the damage to and repair of the K6 telephone box on Rochdale Road*

**ENV2023/24-09 RESOLVED** to advance the quotation for the telephone box renovation to full council for discussion and decision, with a view to the cost being met from capital expenditure. Proposed by Cllr A. Greenwood, seconded by Cllr G Carter.

* 1. *To discuss the lack of play equipment for older children in the Rishworth play area and Henry Whiteley Park.*

Cllr A. Greenwood reported that a provisional quote for a cantilever basket swing had come in at £7000, excluding VAT.

**ENV2023/24-10 RESOLVED** that Cllr J. Crossley would liaise with CMBC to organise a site visit to the playparks. Proposed by Cllr P. Hunt, seconded by Cllr G. Carter.

* 1. *To discuss replanting of the War Memorials.*

Cllr G. Carter recommended that Cllr A Greenwood price up the cost of planting the back of Rishworth War Memorial. Cllr G. Carter is still awaiting a date for a site meeting about Ripponden War Memorial with Cllr. J Lynn, the CMBC Cabinet Member for Public Services and Communities.

1. **To hear reports from councillors and co-opted members.**

Cllr G. Carter spoke about local concerns over the state of green spaces, war memorials and pavements in the Parish, and the legal and insurance status of volunteer or Parish Council intervention in these matters.

Jane Leary spoke about the CMBC day of action on 19th October 2023, and that she is working with Barkisland in Bloom and local schools to organise a handover of the community group to newer members.

Peter Fraser of Ripponden in Bloom spoke about the group’s work at St Bartholomew’s Church, Jubilee Gardens, and outside the Library, then about the planters at Central Hall, by the Bus Stop, at the entrance to School Close, and other work at Royd Lane and the substation. Rishworth School is also watering RIB tubs and planting bulbs under their School in the Community scheme.

Brian Winrow of Soyland in Bloom spoke about the group’s work on Hob Lane, their plans for new tubs and the work due to commence at the Beehive Inn. A discussion was also had about the maintenance of Ebenezer Graveyard.

The committee recommend that that Ebenezer Graveyard returns to the jurisdiction of the Environment Committee.

Linda Porter and Patrician Brennan of CROWS spoke about the group’s work in Barkisland, and that they are currently surveying the Calderdale Way in the Parish and are hopping to commence work on opening an old footpath by the Alma Inn in Soyland.

Cllr Crossley spoke about mowing and verge maintenance in Rishworth, and a discussion was had about historic arrangements between the Parish Council and horticultural groups in the Parish vis a vis the mowing of certain sites.

Cllr Greenwood spoke about concerns over the height of some trees in Rishworth. Jane Leary advised that concerns should be reported to Customer First at CMBC.

1. **To discuss the painting of Pretoria Bridge and the maintenance of the footpath leading to it.**

The committee discussed the legal status of Pretoria Bridge: that the land on either side and the river to a centre point is now owned by private landowners, while the structure itself is owned by CMBC. Jane Leary placed a review of the bridge on the list for the CMBC day of action.

1. **To discuss the maintenance of Parish parks in general.**

**ENV2023/24-11 RESOLVED** to request that the Council write to Robin Tuddenham, Chief Executive of CMBC, about the state of Mill Fold Park and its status as a “Fields in Trust” protected space as a covenanted field since April 1940. Proposed by Cllr J. Crossley, seconded by Cllr P. Hunt.

1. **To discuss the potential relocation of the stone sculptures.**

The Committee agreed to place this item in abeyance until such time as viable sites can be identified.

1. **To discuss the Rishworth turning circle.**

**ENV2023/24-12 RESOLVED** to ask Full Council to write to Tracey Brabin, Mayor of West Yorkshire, to request appropriate transport funding to repair and make good the site. Proposed by Cllr G. Carter, seconded by Cllr J. Crossley.

1. **To agree a date for the next meeting**

**The next meeting will be held on Thursday 18th January 2024 at 7.15pm.** The committee agreed that an earlier meeting could be called to respond to matters arising from items in this agenda.

The meeting closed at 9.28pm.

# Standards Committee – Terms of Reference

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| **Name of Committee**  | **Standards** |
| **Date of acceptance by committee** | **12/10/2023** |
| **Date of adoption by Full Council**  | **19/10/2023** |
| **Version**  | **2023/24 - 01**  |
| Description of committee | The Standards Committee reviews and develops Parish Council Standing Orders, Financial Regulations, policies and procedures and makes recommendations to council.  |
| Number of councillors on committee  |  5 |
| Number required to reach quorum  |  3 |
| Ex-officio members | The Chairman of the Parish Council. |
| Voting rights | Only committee member councillors hold voting rights.  |
| Review of committee membership  | The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.  |
| Chairmanship | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  |
| Frequency of meetings per year | As required. Minimum yearly. |
| External Agencies allowed to sit on committee   | No. Approved advisors only may attend only in an advisory capacity. |
| Secretariat services | The Parish Council Clerk, or nominated councillor, will provide secretarial services. |
| Ratification of minutes | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.   |
| ***Convening***  | The Clerk will convene Standards Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.   |
| Standing orders | The Standing Orders of the Council will apply to meetings of the Environment Committee.  |
| **Delegated Authority**  |   |
| Create sub-committee for projects  | No |
| Review budget  | No |
| Authorise spending from Committee budget   | No |
| Decide on dates of meetings  | Yes  |
| Liaise with external agencies  | Yes  |
| Alter policy without significant change to Council policy or incurring any liability  | No  |
| **Objectives**  |   |
| 1  | To review the Parish Council’s Standing Orders and Financial Regulations annually and give recommendations to council.  |
| 2  | To oversee the development and review of miscellaneous policies. |
| 3  | To review the recommendations of the annual Internal and External Auditors report and recommend actions as required to Council.  |
| 4  | To review the Council’s annual Risk Assessment and refer amendments to Full Council.  |
| 5  | To review annually the General Power of Competence. |

# Employment Committee – Terms of Reference

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| **Name of Committee**  | **Employment** |
| **Date of acceptance by committee** | **12/10/2023** |
| **Date of adoption by Full Council**  | **19/10/2023**  |
| **Version**  | **2023/24 - 02** |
| Description of committee | To Manage all aspects of Staff Employment. |
| Number of councillors on committee  |  5. The Chairman of the Parish Council is a compulsory member. |
| Number required to reach quorum  |  2 |
| Ex-officio members |  0 |
| Voting rights | Only committee members hold voting rights.  |
| Review of committee membership  | The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.  |
| Chairmanship | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  |
| Frequency of meetings per year |  As required, but no fewer than two per year.  |
| External Agencies allowed to sit on committee   |  No. Approved advisors in an advisory capacity. |
| Secretariat services |  The Clerk will provide secretarial services. |
| Ratification of minutes | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The Council will retain minutes in perpetuity.   |
| ***Convening***  | The Clerk will convene Employment Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.   |
| Standing orders | The Standing Orders of the Council will apply to meetings of the Employment Committee.  |
| **Delegated Authority**  |   |
| Create sub-committee for projects  |  No |
| Review budget  |  Yes  |
| Authorise spending from Committee budget   |  No |
| Decide on dates of meetings  |  Yes  |
| Liaise with external agencies  |  Yes |
| Alter policy without significant change to Council policy or incurring any liability  |  No  |
| **Objectives** |   |
| 1  | To handle all aspects of staff employment |

# Grievance Committee – terms of Reference

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| **Name of Committee**  | **Grievance** |
| **Date of acceptance by committee** | **12/10/2023** |
| **Date of adoption by Full Council**  | **19/10/2023**  |
| **Version**  | **2023/24 - 02** |
| Description of committee |  To handle all grievances identified by employees. |
| Number of councillors on committee  |  3. No appointed investigator of the grievance matter may sit on the committee. |
| Number required to reach quorum  |  3 |
| Ex-officio members |  0 |
| Voting rights |  Only committee members hold voting rights.  |
| Review of committee membership  |  The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific grievance matter shall be appointed to the committee.  |
| Chairmanship | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  |
| Frequency of meetings per year |  As required.  |
| External Agencies allowed to sit on committee   |  No |
| Secretariat services |  Nominated Councillor will provide secretarial services. |
| Ratification of minutes | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.   |
| ***Convening***  | The Employment Committee will convene Grievance Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.   |
| Standing orders | The Standing Orders of the Council will apply to meetings of the Grievance Committee.  |
| **Delegated Authority**  |   |
| Create sub-committee for projects  |  No |
| Review budget  |  No  |
| Authorise spending from Committee budget   |  No |
| Decide on dates of meetings  |  Yes  |
| Liaise with external agencies  |  Yes in an advisory capacity |
| Alter policy without significant change to Council policy or incurring any liability  |  No  |
| Members to undergo training?  |  Yes, in grievance resolution. Or, alternatively, to seek external professional advice. |
| **Objective** |   |
| 1  |  To handle all grievances identified by staff and councillors.  |

# Disciplinary Committee- Terms of reference

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| **Name of Committee**  | **Disciplinary** |
| **Date of acceptance by committee** | **12/10/2023** |
| **Date of adoption by Full Council**  | **19/10/2023**  |
| **Version**  | **2023/24 - 02** |
| Description of committee |  To handle any disciplinary issues identified within the Council. |
| Number of councillors on committee  |  3. No appointed investigator of the disciplinary matter may sit on the committee.  |
| Number required to reach quorum  |  3 |
| Ex-officio members |  0 |
| Voting rights |  Only committee members hold voting rights.  |
| Review of committee membership  |  The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific disciplinary matter shall be appointed to the committee.  |
| Chairmanship | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  |
| Frequency of meetings per year |  As required.  |
| External Agencies allowed to sit on committee   |  No. Approved advisors in an advisory capacity |
| Secretariat services |  Nominated Councillor will provide secretarial services. |
| Ratification of minutes | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.   |
| ***Convening***  | The Employment Committee will convene Disciplinary Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.   |
| Standing orders | The Standing Orders of the Council will apply to meetings of the Disciplinary Committee.  |
| **Delegated Authority**  |   |
| Create sub-committee for projects  |  No |
| Review budget  |  No  |
| Authorise spending from Committee budget   |  No |
| Decide on dates of meetings  |  Yes  |
| Liaise with external agencies  |  Yes |
| Alter policy without significant change to Council policy or incurring any liability  |  No  |
| Members to undergo training?  |  Yes, in disciplinary management. Or, alternatively, to seek external professional advice.  |
| **Objective** |   |
| 1  |  To handle any disciplinary issues identified within the Council.  |

# Appeals Committee – Terms of Reference

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| **Name of Committee**  | **Appeals** |
| **Date of acceptance by committee** | **12/10/2023** |
| **Date of adoption by Full Council**  | **19/10/2023**  |
| **Version**  | **2023/24 - 02** |
| Description of committee | To handle any appeals |
| Number of councillors on committee  |  3. Councillors that sat on the committee that heard the relevant disciplinary or grievance matter cannot then sit on this committee. No appointed investigator of the disciplinary or grievance matter may sit on the committee.  |
| Number required to reach quorum  |  3 |
| Ex-officio members |  0 |
| Voting rights | Only committee member councillors hold voting rights.  |
| Review of committee membership  | The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific grievance or disciplinary matter shall be appointed to the committee.  |
| Chairmanship | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  |
| Frequency of meetings per year |  As required.  |
| External Agencies allowed to sit on committee   |  No. A in an advisory capacity |
| Secretariat services |  Nominated Councillor will provide secretarial services. |
| Ratification of minutes | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.   |
| ***Convening***  | The Employment Committee will convene Appeals Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.   |
| Standing orders | The Standing Orders of the Council will apply to meetings of the Appeals Committee.  |
| **Delegated Authority**  |   |
| Create sub-committee for projects  |  No |
| Review budget  |  No |
| Authorise spending from Committee budget   |  No |
| Decide on dates of meetings  |  Yes  |
| Liaise with external agencies  |  Yes |
| Alter policy without significant change to Council policy or incurring any liability  |  No  |
| Members to undergo training?  |  Yes, in disciplinary or grievance management. Or, alternatively, to seek external professional advice.  |
| **Objectives** |   |
| 1  |  To listen to an appeal against a decision made by either the Disciplinary or Grievance Committee. |
| 2  |  To make a decision as to whether a decision made by either the Disciplinary or Grievance Committee should be overturned. |
| 3  |  To recommend new or altered sanctions from those imposed by either the Disciplinary or Grievance Committee. |
| 4  |  To recommend further action or the escalation of the process to a third external party. |

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| Bank reconciliation |  |
| Q2 2023/2024 |  |
| Financial year ending 31 March 2024 |  |
| Prepared by Cllr Alex Greenwood: 02/10/2023 |  |
|  |  |
| Balance per bank statements as at: 31/09/2023 |  |
|  | £ |
| Lloyds Bus Bank instant (1.30% GIR): Working Capital Reserve 1 | 51,014.72 |
| Lloyds Treasurers Account: Reserves 2-5 | 5194.56 |
| Lloyds Business Account | 112,500.06 |
|  | **168709.34** |
|  |  |
| Less: unpresented payments | 0.00 |
| Plus: unpresented receipts | 0.00 |
|  |  |
| Net balances at: 31/09/2023 | **168709.34** |
|  |  |
| Cashbook |  |
| Opening balance at: 31/06/2023 *[AGAR 22/23 Box 7]* | **184919.01** |
| Add: receipts | 0 |
| Add: interest | 119.87 |
| Less: payments | -16329.54 |
| Closing balance at: 31/06/2023 | **168709.34** |
| Council acceptance resolution reference: **18880**, **page 6786,** **Full Council, 19th October 2023.**  |  |