

NEWLAND PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD IN NEWLAND VILLAGE ROOM ON 27th OCTOBER 2025 AT 14:00

[These minutes remain in draft form until approved at a subsequent meeting of the Council]

Abbreviations used

CAP Coleford Area Partnership. **CRG** Clearwell Recreation Ground Management Committee. **CMH** Clearwell Memorial Hall
CWVC Consortium of Wye Valley Councils. **FOIA** Freedom of Information Act. **FODDC** Forest of Dean District Council. **GAPTC**
Gloucestershire Association of Parish & Town Councils **GCC (RoW)** Gloucestershire County Council (Rights of Way). **GH**
Gloucestershire Highways. **GRCC** Gloucestershire Rural Community Council **ICO** Information Commissioners Office **NALC**
National Association of Local Council Clerks. **NWWTW** Newland Waste Water Treatment Works **SLCC** Society of Local Council
Clerks **WVNL** Wye Valley National Landscape **WW** Welsh Water

PRESENT

Cllr Davies (Chair), Evans, Pennington, Purvis and Ms C Owens (Clerk).

42 APOLOGIES

Cllr Wheeler – no apologies received

43 DECLARATIONS OF INTEREST

None

44 DISPENSATION REQUESTS

None

45 TERMS OF REFERENCE OF THE STAFFING COMMITTEE

The terms of reference of the inaugural meeting of the staffing committee were noted. Duties, responsibilities and HR compliance were discussed.

46 MATTERS ARISING

N/A – inaugural meeting

47 EXCLUSION OF PUBLIC AND PRESS

It was resolved to exclude the public and press from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

48 HANDOVER, INDUCTION AND TRAINING MATTERS

48.1 It was reported that the Employee Exit Administration for the previous Clerk was completed

48.2 It was reported that induction matters related to the new Clerk have been implemented

48.3 It was reported by the New Clerk that registration for the ILCA qualification has been applied for. CILCA qualification will be needed to maintain the General Power of Competence and the associated costs should be included within the 2026/27 budget.

48.4 It was reported that there were some banking administration issues that were being dealt with and expected to be resolved by the end of October 2025

48.5 The HR file custody is currently with the Chair and this should transfer to the next elected Chair for safe keeping in due course

49 PAY AND PENSION MATTERS

Pay, pension, office equipment and subscription requirement matters were discussed. It was noted that Budget and Policy implications apply to pensions, and the decision is a matter for recommendations to the full council

50 ICT AND EQUIPMENT MATTERS

Approval of the council to be sought for purchases of office equipment and subscriptions. It was noted that decisions on any staffing and office requirements is a matter for recommendations to the full council. Budgeted costs to be added to the 2nd Draft Budget for 2026.

51 ITEMS FOR FUTURE MEETINGS

51.1 Staffing policies to be reviewed by the Staffing Committee members and recommendations made to full council for adoption.

51.2 Clerk workload amid upcoming reforms to AGAR/Assertion 10 to be discussed.

52 DATE OF NEXT MEETING

Meeting to be convened as required

NB. Councillors please note:

- 1. Proposed amendments to draft minutes to be in writing not less than 10 days before the next meeting. The proposal must be specific as to words to be removed and those to be added.**
- 2. Items for the agenda for the next meeting to be advised not less than 8 days before the next meeting.**
- 3. Requests for dispensations to speak on an item in which you have an interest to be advised in writing with reason(s), not less than 3 days before the next meeting.**

Signed - Chairman.....27/10/2025

The meeting closed at 15.55