



26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE
Membership: Cllrs Hodges (Chairman), Honeywill, Palmer and Williams.

FINANCE AND GENERAL PURPOSES COMMITTEE

Monday, 14th June 2021 at 2.00 pm

You are hereby summoned to a **meeting** of the Parish Council's Finance and General Purposes Committee to be held on Monday 14th June 2021 at **2.00 pm**.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
7th June 2021

The legislation that permitted virtual meetings ended on 7th May 2021 so we are now required to hold all in-person meetings for Full Council and all Standing Committees. Members of the public are permitted to attend these meeting subject to the following points.

- The COVID-19 socially distanced capacity for the venue is assessed for each meeting, taking into account the number of Councillors and staff members who will attend the meeting. On this basis, the number of members of the public who may be admitted to this meeting is 10. Access is given on a "first-come-first-served" basis and we cannot admit more than the stated number to the meeting.
- Members of the public who wish to attend the meeting must form a socially-distanced queue at the main entrance to the Stanton Hall (by the Library) until they are given access to the building by a Councillor or member of staff immediately prior to the start of the meeting.
- Members of the public must wear face masks at all times, unless exempt from doing so under current government legislation, and use the hand-sanitizer provided at the entrance. They will be asked to provide their name and contact details on entry.
- Members of the public must proceed as directed to their seat at the meeting and remain in it until the end of the meeting.
- A Councillor or member of staff will direct members of the public to leave, one-by-one, in a socially-distanced way at the end of the meeting.
- MEMBERS OF THE PUBLIC WHO FEEL UNWELL MUST NOT ENTER THE BUILDING. You must return home and follow government guidance.
- IF YOU ARE IN A VULNERABLE CATEGORY, OR OVER 70, YOU ARE ADVISED THAT YOU ENTER THIS BUILDING AT YOUR OWN RISK.
- If members of the public do not feel comfortable attending a face-to-face meeting they may submit any questions or comments in advance by 9.00 am on the day of the meeting to clerk@charltonkingsparishcouncil.gov.uk

AGENDA

1/21/22 Recording and filming of meetings The Chairman will ask all those present if any member of the public is intending to record or film the meeting.

2/21/22 Apologies to be received.

FINAL

- 3/21/22** **Declarations of interest** To receive declarations of interest in respect of any agenda items below (Localism Act 2011)
- 4/21/22** **Election of Vice-Chair** The committee to appoint a Vice-Chair for 2021/22
- 5/21/22** **Minutes of previous meeting** To approve the minutes of the meeting held on 15th March 2021 (previously circulated)
- 6/21/22** **Terms of Reference** To review the Terms of Reference for the Committee (previously circulated).
- 7/21/22** **Subcommittees** To review and agree membership of the Finance, Personnel and Governance subcommittees.
- 8/21/22** **Budget 2021-22**
- **Review and feedback from Chairs of Allotments, Community Development and Finance & General Purposes Committees** To review the current financial situation as stated in accounts to 31st May 2021 (previously circulated) and receive feedback on agreed budget allocations for 2021-22
 - **Reports from budget holders** To review and agree process for reports from budget holders to Full Council meetings
- 9/21/22** **Reserves** To note the allocation of nominated and general reserves for 2021/22 (previously circulated)
- 10/21/22** **Local Council Award Scheme** To receive an update on progress towards the submission for the Gold Award, including the latest draft of the three-year Business Plan, and to agree the way forward
- 11/21/22** **Finance Subcommittee**
- **Annual Governance and Accountability Return (AGAR)** To note that the AGAR for 2020-21 was sent to the external auditor, PKF Littlejohn, 28th May 2021 and that the Notice of Inspection of Public Rights, which will take place from 14th June to 23rd July 2021, is published on the CKPC website from 7th June 2021.
 - **Community Infrastructure Levy (CIL) Funding Report** To note that the CIL Funding Report for 2020-21 was sent to Cheltenham Borough Council on 28th May 2021 and is published on the CKPC website from 7th June 2021
 - **Implementation of Investment Policy** To agree the way forward in relation to implementation of the Investment Policy (paper previously circulated)
 - **Restoring Cheltenham's Limestone Grasslands Project** To receive an update on the financial management project (Minute 29/21/22 Annual Meeting 24th May 2021)
- 12/21/22** **Governance Subcommittee**
- **Review of Policies** To receive an update on the programme for review of policies (previously circulated).

FINAL

- **Records Management Policy** To consider the updated policy and make a recommendation to Full Council

13/21/22 Any Other Business To report on any matters for information

14/21/22 Timing of next meeting and items for the agenda

15/21/22 Personnel Sub-committee

- **Resolution to close the meeting to members of the public** *Consideration of personnel matters is confidential so the meeting will be closed to members of the public, and Councillors who are not members of the Personnel Sub-committee, for this item.*
- **Annual leave allocations**
 - To consider whether annual leave allocation should include Bank Holidays
 - To agree the way forward regarding calculation of annual leave allocations for all staff members
 - To review the allocation of additional holiday for long service
- **Staff reviews** To note that Personal Performance Agreements all staff were agreed at meetings on 10th May 2021.
- **2021-22 NJC for Local Government Services Salary Award** To note that salary increases for all staff in 2021-22 are pending agreement of the NJC Salary Scale and agree that they will be back-dated to 1st April 2021 once this has been confirmed.
- **Recruitment of new Community Development Officer** To receive an update.

Please be aware that this meeting may be filmed or recorded.

Date of next meeting: Monday, 12th August 2021 at 2.00 pm