



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), Gandhi, Honeywill, Munro, Palmer and Williams.

FINANCE AND GENERAL PURPOSES COMMITTEE

Monday, 14th March 2022 at 2.00 pm

You are hereby summoned to a meeting of the Parish Council's Finance and General Purposes Committee to be held in the Conference Room, Stanton Suite, Church Piece, Charlton Kings, GL53 8AR on Monday, 14th March 2022 at **2.00 pm**.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
7th March 2022

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.

- MEMBERS OF THE PUBLIC MUST CONTACT clerk@charltonkingsparishcouncil.gov.uk if they develop COVID-19 within 14 days of the date 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

37/21/22 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.

38/21/22 To welcome Cllrs Gandhi and Munro as new Committee members

39/21/22 Apologies to be received.

40/21/22 Declarations of interest To receive declarations of interest in respect of any agenda items below (Localism Act 2011)

FINAL

- 41/21/22 Minutes of previous meeting** To approve the minutes of the meeting held on 8th November 2021 (previously circulated)
- 42/21/22 Subcommittee membership** To consider membership of Subcommittees in the light of new Committee members
- 43/21/22 Management Accounts**
- To review the management accounts to 28th February 2022 (previously circulated) and note spend against budget
 - To receive budget reports in relation to 2021-22 from the Committee Chairs of Allotments, Community Assets, Community Engagement and Wellbeing and Finance & General Purposes Committees
- 44/21/22 Finance Subcommittee**
- **Internal Audit 2021-22** To receive an update
 - **Restoring Cheltenham's Limestone Grasslands Project** To receive an update on the financial management project (Minute 29/21/22 Annual Meeting 24th May 2021)
 - **Hire Charges 2022-23** To review and agree charges for the Stanton Suite, including continuation of the "day rate" for hirers and free provision to partner organisations, and Grange Field in 2022-23
- 45/21/22 Governance Subcommittee**
- **Review of Policies** To receive an update on the programme for review of policies (previously circulated).
 - **Policy regarding staff use of personal mobile telephones and computers** To receive an update regarding a new policy drafted by Cllr Williams and, if appropriate, make a recommendation to Full Council
- 46/21/22 Any Other Business** To report on any matters for information
- 47/21/22 Timing of next meeting and items for the agenda**
- 48/21/22 Personnel Subcommittee**
- **Resolution to close the meeting to members of the public and Councillors who are not Subcommittee members** *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 Subcommittee, for this item.*
 - **Staff reviews** To receive feedback on the staff reviews on 28th February 2022 and to consider any resulting actions including:
 - To review hours for the Community Development Officer role in 2022-23 and make a recommendation to the Finance & General Purposes Committee.
 - To agree salary points for all staff in 2022-23
 - To agree roll-over of any unspent leave in 2021-22 of up to 21 hours for all staff members to 2022-2023

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- **2021-22 NJC for Local Government Services Salary Award** To note that salary increments for all salary points in 2021-22 were finally agreed in February 2022

49/21/22

Agreement of items arising from Personnel Subcommittee meeting

- Resolution to open the meeting to members of the public and Councillors who are not Subcommittee members
- To agree any recommendations to the Finance & General Purposes Committee from the Personnel Committee

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

Date of next meeting: The date of the next Finance and General Purposes Committee meeting will be confirmed at the Annual Meeting on 9th May 2022.